



We currently have a vacancy for a

**School Business Manager PO2-PO3 (SCP29-35)**  
**37 hours per week TTO + 3 weeks (Actual salary £35,030-£40,548)**

Low Moor C. of E. Primary School is an exciting, vibrant two form entry primary school, situated on the outskirts of Bradford. Located on the border of Calderdale, Kirklees and Leeds, our school is highly regarded within the community it serves.

We are seeking an experienced and dedicated school business manager to join our team from 1<sup>st</sup> September 2026.

**We are looking for a school business manager who:**

- Has substantial experience in school business management or a similar senior administrative role, ideally within an educational setting
- Can demonstrate strong financial expertise, including budget planning, monitoring and reporting
- Has experience of managing HR, payroll, health and safety and compliance requirements
- Possesses excellent IT skills and the ability to produce complex reports
- Is an inspiring and effective team leader who builds positive relationships
- Is adaptable, calm under pressure and able to prioritise competing demands

**Key responsibilities:**

- Management of school financial resources, planning and monitoring budgets and managing financial systems
- Providing expert advice and guidance to the Headteacher, Senior Leadership Team, and Governing Body
- Leading recruitment, staff induction, appraisal and HR processes
- Leading and managing the whole-school administrative team and office systems
- Ensuring safeguarding, data protection and school policies are fully implemented and monitored
- Acting as the school's Health and Safety Lead and Fire Officer

**What We Offer**

- A supportive Leadership Team and Governing Body committed to your professional development
- Opportunities to contribute to exciting school improvement initiatives and innovative curriculum developments
- A friendly, collaborative working environment where your expertise and initiative are valued
- An Employee Assistance Programme, providing professional and personal support.

You are warmly invited to visit school in advance of the application deadline. Please contact Lisa Bryan on 01274 600797 or [lisa.bryan@lowmoor-ce.uk](mailto:lisa.bryan@lowmoor-ce.uk) to make arrangements to visit. Closing date: **Monday 29<sup>th</sup> June at 9.00am**. Interviews will be held on Thursday 2<sup>nd</sup> July.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and all applications will be considered.*



## Low Moor C. of E. Primary School

### Outline Job Description

<b>POST TITLE:</b>	<b>SCHOOL BUSINESS MANAGER</b>
<b>GRADE:</b>	<b>PO2 – PO3, SCP 29 - 35</b>

#### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford Council/This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. The Council/This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### PRIME OBJECTIVES OF THE POST:

As a member of the Senior Leadership Team within a larger sized school; you will organise and supervise whole school administrative and office systems; manage and implement all office procedures as well as plan and implement new initiatives to ensure an effective service to the school.

Plan, develop and monitor support services, including coordination and delegation of relevant activities.

Have sole responsibility for the management of schools financial resources, planning and monitoring budgets, securing external funding, cash management and implementing best practice as well as maintain and manage financial systems.

Understand the implications of Government policies and educational trends and developments; taking a proactive approach, identifying the impact on school and make recommendations to the Senior Leadership Team and Governing Body.

Responsibility for the management of contracts, facilities, lettings and health and safety. Supervisory Responsibility for 20+ employees (Teaching/Support/Administration/Caretaking and Cleaning staff)



May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

### **EFFORT DEMANDS:**

- To support the Headteacher in the management of their workload, diary and in particular confidential correspondence.
- To manage the administrative work of the Leadership Team; providing organised, complex and advisory support to the Governing Body and other staff.
- As a member of the senior leadership team will work with minimum supervision; planning and arranging own workloads as well as that of others.
- Will be expected to autonomously make decisions and exercise considerable initiative in performing delegated duties, dealing with all complex issues as and when arises; including those outside of established policies and procedures.
- To promote and maintain a professional and courteous service.
- Promote and maintain an efficient, safe, and attractive environment for the children within school generally whilst being aware of and supporting difference to ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the school and leading others to do so.
- Will appreciate and support the role of other professionals; taking a lead role in developing constructive relationships and communicate/liase with both internal and external stakeholders/agencies/professionals on a regular basis.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

### **RESPONSIBILITIES:**

- Responsible for the management, continuous improvement, development and supervision of the whole school administrative function including those which are complex in nature; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.
- Participate in training and other learning activities and performance development as required.
- Provide advice and guidance to staff (including the Senior Leadership Team and Governing Body) and others on a variety of complex issues; including all those outside of established policies and procedures; undertaking research and obtaining information to inform decisions.



- Attend and participate in regular meetings including senior leadership team meetings and full governing body meetings; recognising own strengths and areas of expertise, share these skills and use these to advise and support others.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received.
- Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including regular audits, issuing of invoices and ensuring settlement of accounts. Prepare work specifications for tender, assist with the selection of contractors and report to the Governing Body as required.
- Take a lead role in the development and maintenance of the whole schools recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Be wholly responsible for the planning, development, organisation and administration of procedures and policies including those relating to safeguarding, security, data protection, HR and payroll; providing detailed advice and guidance on such matters to the Headteacher, Senior Leadership Team and Governing Body as appropriate.
- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, LEA, other agencies and stakeholders.
- Be wholly responsible for the planning, monitoring and evaluation of the schools budget; developing a long term financial strategy for the future of the school; ensuring all expenditure is correctly coded to allow maximum use of all budgets and grants; guiding/providing detailed and complex advice to the Senior Leadership Team and Governing Body on all financial matters relating to the whole school.
- Provide ongoing budgetary information and reports to the relevant bodies in a timely manner whilst ensuring compliance with financial regulations and in line with best value procedures.
- In the absence of the Headteacher; take delegated responsibility for decision making where appropriate.
- Be responsible for the management and maintenance of the school site, premises, lettings and associated income. Prepare maintenance schedules and ensure the efficient operation of all facilities on the property in liaison with the site manager.
- Take a lead role in marketing and promoting the school including taking responsibility in seeking sponsorship and funding.
- As the schools Health and Safety lead officer; ensure compliance with all Health and Safety requirements including clear communication to all staff and pupils as well as



recording and reporting health and safety matters to the Senior Leadership Team, Governors and other agencies as required.

- Act as the schools lead Fire officer; ensuring emergency procedures are current and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the site manager.

### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- May be a key holder and have security responsibilities.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

### Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **OTHER CONSIDERATIONS**



- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

	ESSENTIAL (E) / DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> <li>• 3 to 5 years extensive experience of working in a school office environment at a senior/leadership/decision making level to include development, management and operation of administrative/ICT systems as well as the full range of reception duties and dealing with a complex workload. (E)</li> <li>• Extensive experience using Microsoft Office and complex databases such as S.I.M.S with excellent IT skills. This should include the production of detailed and complex reports and spreadsheets etc. (E)</li> <li>• Extensive experience of supervising and/or managing staff. (E)</li> <li>• Extensive experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an Education setting. (E)</li> <li>• Extensive experience of dealing with HR/payroll/Health and Safety matters. (E)</li> <li>• Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)</li> </ul>
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> <li>• School Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or MSc. School Business Management. (D)</li> <li>• NVQ Level 4 or degree level management/business qualification. (D)</li> <li>• Evidence of continual professional development. (E)</li> </ul>

<p><b>KNOWLEDGE/ SKILLS:</b></p>	<ul style="list-style-type: none"> <li>• Will possess a comprehensive working knowledge of the School's relevant policies and procedures with an outline understanding of relevant legislation. (E)</li> <li>• Extensive experience of maintaining complex financial information systems and making payments. (E)</li> <li>• Knowledge and extensive experience of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements. (E)</li> <li>• Have an excellent understanding of national and regional educational services and how an administrative support service within a school is run. (E)</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines (E)</li> <li>• Excellent organisational, communicating and problem-solving skills with the ability to use own initiative and work proactively both in a team and independently. (E)</li> <li>• Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E)</li> <li>• Excellent numeracy/literacy skills. Excellent numeracy/literacy/ICT skills (E)</li> <li>• Ability to self-evaluate learning needs and actively seek new learning opportunities. (E)</li> <li>• Knowledge and commitment to schools Equality policy. (E)</li> <li>• Ability to remain calm under pressure; prioritising conflicting demands. (E)</li> <li>• Demonstrate good co-operative, interpersonal and effective listening skills. (E)</li> <li>• Maintain confidentiality in all matters relating to the school, its pupils, parents or carers in line with the Data Protection Act. (E)</li> <li>• Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. (E)</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E)</li> </ul>



PACT HR USE ONLY:



COMPILED BY:	Lindsey Greenwood
DATE OF ISSUE:	May 2016
DATE OF UPDATE:	October 2019 (SCP change to reflect new pay bands)
DATE OF UPDATE:	1 April 2024 (PACT HR Branding and Copyright)
DATE OF UPDATE	1 March 2025 (Deletion of out of date pay terminology)

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