



St Richard's R C Primary School
Wilpshire Avenue,
Longsight,
Manchester M12 5TL
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School Business Manager

Job Description and Person Specification

Grade 9

Hours: 35 hours per week, term time only + 3 weeks (to include some evening work for governing body meetings)

Accountable to: Headteacher

Responsible for: Administrative and finance staff

1. Core Purpose of the Role

The School Business Manager (SBM) is responsible for providing strategic leadership and operational management of the school's finance, HR, administration and data protection functions. The post holder will act as Clerk to the Governing Body, ensuring high-quality governance support.

2. Key Responsibilities

A. Strategic Leadership

- Support the Senior Leadership Team (SLT), contributing to strategic planning, school improvement, and organisational development.
- Provide professional advice to the Headteacher and governors on financial, legal, HR, and compliance matters.
- Liaise with the Diocese and ensure alignment with Catholic education policies and the diocesan vision.

B. Finance

- Lead on all aspects of school financial management, including budgeting, forecasting, financial reporting, and three-year strategic financial planning.
- Ensure compliance with financial regulations, audit requirements, and diocesan/trust guidance.

- **Oversee income generation, procurement, contract management, and value for money.**
- **Provide accurate financial reports to governors and external partners.**

C. Human Resources

- **Lead on operational HR functions including recruitment, payroll liaison, absence management data, employment contracts, and safeguarding compliance checks (with DSL oversight).**
- **Support the Headteacher with staffing structures, workforce planning, and performance-related processes.**

D. Administration & ICT

- **Collaborate with the Administrative Manager to line-manage the administrative team to ensure a professional and efficient front-of-house and back-office service.**
- **Oversee GDPR compliance and data handling procedures.**
- **Collaborate with the Administrative Manager on improving administrative systems and workflows to support high-quality teaching and learning.**

E. Clerk to the Governing Body

- **Provide a professional clerking service to the full governing body, including:**
 - **Preparing agendas in consultation with the Chair and Headteacher**
 - **Circulating papers on time**
 - **Taking accurate minutes**
 - **Maintaining membership records and ensuring compliance with governance regulations**
 - **Providing advice on governance procedures and statutory responsibilities**
- **Clerk additional committees as required or arrange suitable cover.**

F. Catholic Ethos & Community Engagement

- **Support the school's Catholic mission, vision, and values in all areas of work.**
- **Build strong relationships with parents, parish, diocese, and the Catholic Academy Trust.**

- Uphold confidentiality, professionalism, and safeguarding responsibilities at all times.

Person Specification: School Business Manager

A. Qualifications & Training

Essential

- NVQ Level 4 (or equivalent) in Business/Finance/Administration, or significant relevant experience.
- Evidence of continued professional development.
- GCSE English and Maths (or equivalent).

Desirable

- CSBM/DSBM or equivalent school-business-management qualification.
- Training in school finance systems (e.g., SIMS FMS, Arbor Finance).
- Clerking qualification or governance training.
- Health & Safety qualification (IOSH, NEBOSH).
- HR/Payroll administration training.

B. Experience

Essential

- Experience of financial management, preparing budgets, and monitoring expenditure.
- Experience of managing staff and leading teams.
- Experience of working with senior leaders and/or boards/committees.
- Experience of HR administration and recruitment processes.

Desirable

- Experience of clerking or supporting a governing board or trust board.
- Experience in a school or education-sector setting.
- Experience of premises or health-and-safety compliance.

C. Knowledge & Skills

Essential

- Strong working knowledge of financial procedures, budgeting, and procurement.
- Understanding of HR processes, safer recruitment, and confidentiality.
- Strong organisational and project-management skills.
- Excellent written and verbal communication, including minute-taking.
- Ability to interpret and apply regulations, legislation, and policies.
- Skilled in use of MIS, financial systems, and office software.
- Understanding of safeguarding responsibilities and GDPR obligations.

Desirable

- Knowledge of Catholic education structures and governance.

D. Personal Qualities

- Commitment to supporting and promoting the Catholic ethos of the school.
- Integrity, discretion, and high ethical standards.
- Ability to work under pressure, multitask, and meet deadlines.
- Proactive problem-solving and analytical thinking.
- Excellent interpersonal skills and ability to build positive relationships.
- Flexible, self-motivated, and committed to continuous improvement