



Job Description

Identifying Facts

Title of Post: School Business Manager A+

Directorate: Education

Post No:

Section: Management and Administration

Date: October 2025

Responsible to: Headteacher

Job Purpose

The School Business Manager has primary responsibility for the management of the school's financial resources, the school's HR processes, and the leadership of the school's non-classroom based staff and systems.

The School Business Manager will provide expert advice and support to staff and Governors on all aspects of the school's business management processes.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Financial Management

3. To take responsibility for all strategic financial planning and to manage the work of the school's finance team, including, but not limited to:
 - a. Prepare the school's annual budget in line with the school's development plan and in consultation with the Headteacher and Governing Body.
 - b. Implement robust financial procedures including appropriate systems of control for delegated budgets.
 - c. Provide the Headteacher, Leadership Team and Governing Body with regular reports on the school's financial position.
 - d. Set, monitor and revise budgets in line with financial regulations and good practice.
 - e. Oversee operation of the school's computerised accounting package.
 - f. Negotiate, manage and monitor tenders, contracts and agreements for the provision of support services.



- g. Use financial management information including benchmarking and best value practices to ensure appropriate procurement of supplies, contracts and maintenance and to assess longer term trends.
- h. Prepare all financial returns to the DfES, EFA and LA within statutory deadlines.
- i. Undertake a monthly reconciliation of school bank accounts and payroll data – monitor cash flow.
- j. Prepare final accounts and liaise with auditors.
- k. Prepare longer term budget forecasts and take responsibility for the development of the school's long term financial strategy.

Human Resources Management

- 4. Take responsibility for the school's strategic and operational HR processes and manage the payroll system, including, but not limited to:
 - a. Act as the interface between the school and the school's provider of HR support services, ensuring delivery of service as per the contract.
 - b. Maintain up-to-date HR policies and procedures to support the school's strategic vision.
 - c. Provide support to the Leadership Team and Governors in the selection and recruitment of new staff, including safer recruitment advice.
 - d. Keep up-to-date with legal developments and advise the Headteacher on compliance and risk factors.
 - e. Act as the school's Investigating Officer in all allegations against staff, including those relating to child protection allegations.
 - f. Jointly with the Headteacher, manage all disciplinary, competency and grievance procedures.
 - g. Monitor sickness and absence levels and provide monthly management reports to the Headteacher. Undertake return to work interviews and prepare occupational health referrals when necessary.
 - h. Manage the information held on the HR database and personnel files to ensure compliance with legal and data protection requirements.
 - i. Act as the interface between the school and the school's provider of payroll services, ensuring delivery of service as per the contract.
 - j. Ensure accurate and timely payment of salaries to staff and make appropriate deductions and payments to statutory bodies and pension funds.
 - k. Ensure compliance with HMRC 'real time information' requirements.
 - l. Undertake monthly reconciliation of payroll data into the school's financial management system.

School Business Management

- 5. Take responsibility for all aspects of the school which do not directly relate to teaching or the pastoral care of the students, including but not limited to:



- a. Lead, co-ordinate and manage the work of the school's non-classroom based support staff.
- b. Oversee non-classroom based support staff career development and appraisal.
- c. Oversee and manage the work of the school's Site and Premises Manager to ensure effective maintenance and development of the school's buildings and grounds, and compliance with Health and Safety legislation.
- d. Oversee and manage the work of the school's IT Systems Manager to ensure effective and appropriate maintenance and development of the school's IT systems.
- e. Work as a member of the school's Leadership Team to ensure that all school services are effective, efficient and in line with school governance requirements.
- f. As part of the school's safeguarding team, take a lead role in developing the school's safeguarding policies and procedures, monitoring compliance and promoting good practice.
- g. Ensure school resources are managed to deliver high standards of learning and teaching across the school.
- h. Investigate, source and maximise income from other sources, including those supporting capital developments.
- i. Monitor changes to educational legislation and the regulatory environment and ensure that appropriate action is taken.
- j. Attend all meetings of the Governor's Leadership and Management Committee and of the full Governing Body; provide reports and advice on all matters of compliance.
- k. Manage any major or minor capital development projects.
- l. Maintain the fixed asset register and ensure calculation of assets and depreciation for accounting purposes.
- m. Undertake appropriate risk assessments for areas of responsibility.
- n. Manage specialist projects as required, e.g. policy development; staff job evaluation and / or restructuring etc.
- o. Uphold and promote the strategy and vision of the Leadership Team on a daily basis and act as a role model for other staff.
- p. Any other task reasonably required by the Headteacher.

This job description contains the main responsibilities relating to the post and is not necessarily a comprehensive definition. Specific tasks and targets will be reviewed regularly as part of the performance management process and may be subject to modification or amendment after consultation with the post holder.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.



Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.