



Morley Memorial Primary School

Job Description and Person Specification

School Business Manager

November 2025

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of School Business Manager at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory safeguarding checks, references and DBS checks.

Please forward your completed application form to hr@morley.cambs.sch.uk



Job Description

Post Title	School Business Manager
Salary	PO1- PO2 (£38,220-£42,839)
Hours of Work	28 hours per week
Responsible to	Headteacher

General Duties

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, human resources, compliance, governance support and administration.

The SBM will lead on financial strategy, workforce planning and operational compliance, working in close partnership with the site team and other staff members, who holds day-to-day responsibility for site management and health and safety Operations.

The postholder is a key member of the Leadership Team and works in close partnership with the Headteacher and Senior Leaders, including Governors to ensure that all operational functions enable and support high-quality education and care for all.

Main Responsibilities

Leadership and Strategy:

- Serve as a core member of the school leadership team, making a significant contribution to operational decision-making, policy development, risk management and resource planning.
- Work in close partnership with senior leaders to ensure all operational functions support the schools long term strategic goals
- Provide strategic leadership and advice on finance, staffing, compliance, and resources to support long-term sustainability and best value.

- Provide effective line management and support for the school's Office Manager, Wraparound Care Manager and site team including recruitment, appraisal, and professional development.
- Advise the Headteacher and Governing Body on financial and compliance matters, preparing clear and accurate reports and data analyses.
- Promote the school's vision, values, and inclusive ethos in all aspects of leadership and decisionmaking.

Finance

- Lead and manage all aspects of financial planning, monitoring, control and reporting in line with DfE, Local Authority, internal audit and statutory requirements
- Prepare and monitor the annual budget, ensuring it is balanced, sustainable, and strategically aligned to school priorities
- Prepare multi-year financial forecasts, analysing trends and providing advice on long-term financial sustainability
- Manage all income streams, including delegated budgets, EHCP top-up funding, High Needs Block allocations, Pupil Premium and other grants
- Lead on procurement, tendering, and contract management, ensuring compliance, due diligence, and best value
- Oversee school bank accounts, payment systems, and reconciliation processes, ensuring probity and transparency
- Support external audit, LA financial returns, and reporting to the Governing Body or link governors for finance
- Identify and secure external funding opportunities through grants, sponsorships, or partnerships.

Human Resources

- Lead on workforce planning to ensure staffing models meet learner needs and remain financially sustainable
- Oversee the management of the HR function, including recruitment, contracts, performance management, absence monitoring, and employee relations
- Liaise with the school's external HR provider and payroll service to ensure accurate and compliant administration
- Manage agency staffing contracts, ensuring due diligence, safeguarding compliance, and cost control
- Promote staff well-being and professional development through effective systems and communication
- Maintain accurate and secure HR records in line with data protection legislation.

Compliance, governance and risk management

- Lead on the school's compliance framework, including statutory returns, policies, and internal controls
- Develop, maintain and review the school's Risk Register and Business Continuity Plan, reporting to the Headteacher and Governors
- Ensure adherence to DfE, Local Authority, and audit requirements, maintaining robust financial and administrative controls
- Support the Headteacher and Clerk to Governors in preparing reports, evidence, and policy reviews for Governor meetings

- Liaise with the Data Protection Officer to ensure GDPR compliance and promote staff understanding of data protection principles
- In liaison with the Headteacher, maintain and monitor the school's policies in accordance with the review schedule and statutory requirements.

Health, safety, and premises management

- Work strategically with the headteacher, governors and site team to ensure that all financial and administrative aspects of health and safety compliance are maintained
- Monitor budgets and contracts related to facilities, maintenance, and compliance testing
- Ensure the school's health and safety and fire safety policies are reviewed and approved through appropriate governance channels
- Oversee statutory compliance and advise on financial or resourcing implications
- Liaise with the headteacher and link governors on capital and remedial projects to ensure accurate financial planning, procurement and reporting
- Act as Caretaker (in the occasional absence of the caretaker); arranging works to be completed, organising workplans and supervising work during holiday periods.

Administration and communication

- Oversee the effective operation of administrative systems to support teaching, learning and school improvement priorities
- Ensure efficient management of school records, archives and correspondence in accordance with GDPR and the school's data retention policy
- Provide executive support to the Headteacher, including preparation of reports, correspondence, and strategic documents
- Manage communication systems and contribute to the school's marketing and public information, including website and prospectus updates.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of school policies and practices
- Promote and uphold the values, ethos and positive culture of Morley Memorial Primary School
- Make a positive contribution to the wider life and ethos of the school.

Professional development

- Maintain knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development opportunities to improve personal effectiveness
- Embrace opportunities to develop the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to the receipt of good references, conducting online searches and enhanced DBS checks.

Person Specification: School Business Manager

Morley Memorial Primary School

This Person Specification outlines the qualifications, experience, skills, and personal attributes required to fulfill the responsibilities listed in the Job Description.

PERSON SPECIFICATION

CRITERIA QUALITIES

(E) – Essential Criteria (D) – Desirable Criteria

Qualifications and training

- A degree or other relevant qualification - ideally in accountancy, business management or a related discipline (D)
- A school business management qualification, such as the level 4 diploma in school business management (D)
- Evidence of continuing professional development in finance, HR or compliance (D)

Experience

- Significant experience of leading finance, HR, or business operations in a school or comparable organisation (E)
- Experience of financial planning and budget monitoring at a strategic level (E)
- Experience managing agency staffing or multi-provider workforce arrangements (E)
- Experience working in or with a school setting (D)
- Experience contributing to strategic planning and reporting to governors or boards (E)

Skills and knowledge

- Expert knowledge of financial management, forecasting and procurement (E)
- Understanding of school funding frameworks and reporting requirements (E)
- Ability to interpret and apply statutory guidance, DfE and LA policies (E)
- Excellent ICT skills, including finance software and MIS platforms (E)
- Strong analytical and problem-solving skills (E)
- Excellent written and verbal communication (E)
- Understanding of data protection and confidentiality (E)
- Understanding of safeguarding procedures and the ability to act appropriately in line with policies. (E)

Personal qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all students (E)
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school (E)
- Ability to work independently and as part of a team

- Ability to work under pressure and prioritise effectively and meet deadlines (E)
- Commitment to maintaining confidentiality at all times (E)
- Commitment to safeguarding and equality (E)
- Flexibility, adaptability, and a positive approach to change (E)

NOTE:

This job description and person specification may be amended at any time in consultation with the post holder.