

# **The Bemrose School**

## **School Business Leader L5-9**

### **Job Description**

The Bemrose School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

#### **Job details**

**Salary:** Leadership

**Hours:** 37 hours per week

**Contract type:** Full time.

**Reporting to:** Executive Headteacher and Heads of School

**Responsible for:** Finance Team and Support Staff

#### **Main purpose**

The School Business Leader (SBL) is responsible for leading, in conjunction with the Executive Headteacher, and managing the strategy and operation of the business functions of our school, including financial management, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

#### **Duties and responsibilities**

##### **Leadership and strategy**

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal, and professional development.
- Under the direction of the Executive Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents/carers.

- In consultation with key colleagues monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- As a member of the leadership team (LT), attend all LT meetings and report to governors where appropriate.
- Line manages support staff groups as necessary and liaise with external contractors.

### **Financial management and fundraising**

- In partnership with the Executive Headteacher, manage the school's business strategy, budget, and ensure it is balanced, realistic, and represents an effective use of public funds.
- Propose revisions to budget as necessary to ensure the prudent financial health of the school.
- Submit the budget to the governing board.
- Undertake financial benchmarking annually and report to the school leadership team and governors' resources committee.
- Monitor the budget all year round, advising the Executive Headteacher where revisions or changes are needed reporting on any substantial variances.
- Forecast future years' budgets [3 years], based on the school's estimated funding and trends in expenditure, to enable the Executive Headteacher to make strategic, long-term decisions.
- Comply with financial regulations and reporting requirements and submit statutory returns.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Find and apply for grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking, and evaluating suppliers, negotiating deals, and ensuring value for money.
- Oversee and manage the school's lettings offer.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.

### **Human resources**

- Oversee the onboarding process for staff including the management and security of all staff files.
- Manage the school's payroll provision with the payroll provider handling matters that arise from staff salary.
- Ensure that safer recruitment processes, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Ensure that staff adhere to the school's attendance management policy and procedures and manage staff who have hit absence triggers in accordance with the Ill Health Capability policy alongside the Executive Headteacher.

- Advise on HR issues within school and liaise with the school's external HR provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

### **Health and safety**

- With the Executive Headteacher and premises team, supervise the maintenance of the school site.
- Oversee the school's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.
- Monitor, assess and review contractual obligations for outsourced school services ensuring their effective management.

### **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory, and ethical requirements.
- Track all school policies and ensure they are updated in accordance with the policy review schedule.
- Provide support to The Bemrose Educational Trust, The Bemrose School Charitable Association, and PTFA
- Monitor and update the risk register.

### **Administration**

- Keep records in accordance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 (DPA 2018), Data (Use and Access) Act 2025 (DUAA 2025), and the school's record retention schedule, ensuring information security and confidentiality at all times.
- Support the Data Protection Officer with ensuring GDPR and data protection compliance and helping the school community understand how to comply with GDPR and data protection law.

The School Business Leader will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher or Heads of School.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A degree, or other relevant qualification – ideally in accountancy, business management, or a related discipline</li> <li>• A school business management qualification</li> <li>• Level 2 or equivalent in English and Maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>• Involvement in school self-evaluation and improvement planning</li> <li>• Line management experience.</li> <li>• Contributing to staff development</li> <li>• Working with children or young people</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of financial management</li> <li>• Excellent attention to detail</li> <li>• Previous use of financial/administrative systems being computer literate especially in the use of Excel.</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships with staff and other stakeholders.</li> <li>• Understanding of UK GDPR, Data Protection and confidentiality</li> <li>• Ability to demonstrate meticulous attention to detail, analytical skills and problem solving</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.</li> <li>• Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> <li>• Embraces change well.</li> <li>• Resilience to deal with difficult situations effectively.</li> </ul>