



Lever Edge Primary Academy

Lever Edge Lane, Bolton BL3 3HP

JOB DESCRIPTION

Job Details	
School	Lever Edge Primary Academy
Job Title	School Business Manager
Grade	Grade J Point 35-39
Primary Purpose of Job	<p>The School Business Manager is the school's leading support staff professional and works as part of the SLT to assist the Headteacher in her duty to ensure that the school meets its educational aims and is compliant with national and local legislation, guidelines and requirements.</p> <p>The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.</p> <p>The School Business Manager 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</p>
Responsible to	Headteacher and Board of Trustees
Responsible for	Financial Resource Management, Administration Management, Management Information and ICT, Human Resource Management, Facility & Property Management and Health & Safety Management of the School.
Principal Responsibilities	<ul style="list-style-type: none"> To lead with the Headteacher on finance, HR, ICT, premises, catering management and whole school administration. A member of the Safeguarding team as a designated officer

Main Duties	
Leadership & Strategy	
1.	Attend Senior Leadership Team, full Board of Trustees and appropriate Trustees' sub-committee meetings.
2.	In the absence of the Headteacher, take delegated responsibility for financial related decisions, in accordance with DFE guidance.
3.	Plan and manage change in accordance with the school development plan.
4.	To lead and manage identified school support staff (caretaker, cleaners, kitchen staff, mid-day supervisors and office staff), including induction training, performance management and holding them to account.

Main Duties	
Marketing	
5.	Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
Financial Resource Management	
6.	To advise the Head and Trustees on investment and financial policy, preparing appraisals for projects and for the development of a business plan (long-term financial strategy) for the future development.
7.	To prepare for approval by the Head and Trustees, annual estimates of income and expenditure within Xero and School Budget Software. To obtain agreement of budgets and to monitor accounts against budgets. To supply management accounts to budget holders and report on the financial aspect of the school.
8.	To use financial management information to identify areas of relative spend, assess trends and advise SLT accordingly.
9.	To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures.
10.	To monitor all accounting procedures and resolve any problems, including: (a) The ordering, processing and payment of all goods and services provided by the school (b) Maintain an assets register. (c) Preparation of invoices and collection of other fees and dues, taking legal action where necessary to recover bad debts.
11.	To reconcile, on a monthly basis all of the school's financial records and share with Chair of Trustees
12.	To liaise with, and provide all information required by, the Internal Auditors and Internal Scrutiny providers and implement any recommendations
13.	To be responsible for the School Private Fund, the annual independent audit and preparation of statements of income and expenditure for the Trustees.
14.	To prepare financial returns for the DFE, LA and other central and local government agencies within statutory deadlines
15.	To make an active contribution to income generation within the ethos of the school and to explore, in a proactive manner, additional funding streams for the school.
16.	To be a point of contact for central and other agencies with regard to grant applications, gifts and other donations.
17.	To negotiate manage and monitor contracts, tenders and agreements for the provision of support services.
18.	Oversee the management of Childcare Grant Income and undertake eligibility checks for Tax-Free childcare
19.	Oversee the undertaking of benefit related checks for 2-year olds, 30 hours funding children
20.	Create accurate VAT returns for submission to HMRC on a monthly basis
21.	Oversee the annual teacher pensions audit for submission to the Teacher Pensions Scheme
22.	Ensure compliance with the Academy Trust Handbook. in relation to the submission of reports to the DFE
23.	Maximise and maintain income/financial systems through private nursery, sports hall hire, After School Care Club and other activities

Main Duties	
Administration Management	
24.	Manage the whole school administrative function
25.	Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
26.	Manage systems and link processes that interact across the school to form complete systems
27.	Define responsibilities, information and support for staff and other stakeholders
28.	Develop process measures that are affordable and that will enable value for money decisions for those managing resources
29.	Establish and use effective methods to review and improve administrative systems
30.	Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
31.	Benchmark systems and information to assess trends and make appropriate recommendations
32.	Prepare information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines
Information Systems & ICT Management	
33.	To manage and develop the school's computerised Management Information System, Arbor, including ensuring upgrade as and when required
34.	Consider approaches for existing use and future plans to introduce or discard technology in the school
35.	Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
36.	Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
37.	Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
38.	Establish systems to monitor and report on the performance of technology within the school
39.	Ensure contingency plans are in place in the case of technology failure
40.	Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
Human Resource Management	
41.	To line manage and provide leadership and guidance for support staff, including direct line management for admin staff, site supervisors, cleaners, kitchen and support staff.
42.	Alongside the Deputy Head, oversee staffing rotas, including lunchtime supervisors, across the academy to ensure pupil ratio compliance
43.	To advise the Trustees on legislation concerning employment protection, equal pay, sex discrimination etc and the implementation of these policies within the school.
44.	Oversee the legal requirements are fulfilled in relation to the Single Central Record

Main Duties	
45.	To work with, monitor and implement the school's safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
46.	To monitor the completion of relevant paperwork for staff appointments, changes to contracts, terminations, monthly absence returns and other related forms required by the LA and DFE
47.	To manage the Appraisal/Performance Management cycle of site supervisors, cleaners, admin and support staff.
48.	To identify and support CPD opportunities for all non-teaching staff within budget constraints.
49.	In liaison with the Headteacher oversee and monitor contracts, hours etc. of all staff in school and advise the Trustees accordingly.
50.	Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
51.	Completion of the School Workforce Census in compliance with DfE requirements
52.	Manage the payroll services for all school staff including the management of pension schemes and associated services
Facility & Property Management including Health and Safety	
53.	To manage the maintenance of the school site and buildings in conjunction with the Headteacher and Site Supervisor
54.	To manage the installation and maintenance of equipment for protection against, and escape from fire. To keep records of, and initiate, regular fire practices and alarms tests, to ensure emergency procedures are current and timely.
55.	To liaise with the LA and contractors on major building projects, managing the school's response to on-site building
56.	To prioritise and authorise minor building repairs liaising with the site supervisor
57.	To be responsible for the evaluation and preparation of long-term development/refurbishment plans of the school premises.
58.	To be responsible for the security of the school site.
59.	Act as the school's Health & Safety Co-ordinator and Fire Officer
60.	Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
61.	To monitor the grounds maintenance contract for the school to ensure efficiency and value for money and prepare any necessary tender documents for renewal or change of contract.
62.	To attend Buildings and Resources Sub Committee meetings, provide detailed costings and prioritisation lists to enable the school to plan for future development improvements both with the Asset Management Plan and budget constraints.
63.	To prepare bids for building and environmental developments, e.g. Access Funds, liaising with SLT.
64.	To manage the purchase, repair and maintenance of all furniture and internal fixtures and fittings
65.	To be responsible for overseeing the letting of the school premises and to maximise use of accommodation in line with 'Extended Schools'
66.	To acquire and dispose of land and buildings as authorised by the Headteacher and Trustee Board on conjunction with the LA
67.	Ensure that statutory Land and Building reports are submitted to the DfE

Main Duties	
68.	To be responsible for Health and Safety Management, Risk Assessment and Hazard Identification.
69.	Maintain and regularly update the Business Continuity Plan
70.	Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Trustees and, where appropriate, the Health & Safety Executive
71.	Investigate accidental incidents in school, where appropriate
72.	Report annually to Trustees on the accidental incidents in school
73.	Ensure the maximum level of security consistent with the ethos of the school
74.	Ensure adequate first aid provision is available across the school
75.	Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
Catering Management	
76.	Oversee the creation and implementation of school meal menus in compliance with healthy eating requirements and ensure compliance with Natasha's Law
77.	Ensure the school retains the Halal registration and high hygiene accreditation
78.	Be proficient in the weekly management of stock control system for the kitchen
79.	Develop and maintain specific policies for in-house catering systems (HACCP, pest control, glass etc.)
Extended Schools	
80.	To work with the Headteacher and Trustee Board to develop the school's Extended School Strategy
81.	Co-ordinate the work of external agencies to deliver the school's Extended School Strategy
82.	To develop the school's Health School Strategy in liaison with the Headteacher and Trustee Board
Compliance	
83.	Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
84.	Track all school policies and ensure they are updated in accordance with the policy review schedule

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	Lever Edge Primary Academy
Job Description updated:	08 December 2025



Lever Edge Primary Academy

Lever Edge Lane, Bolton BL3 3HP

PERSON SPECIFICATION

Job Details	
School Name	Lever Edge Primary Academy
Job Title	School Business Manager
Grade	Grade J 35-39

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Experience and Knowledge		Essential (E) Desirable (D)	Assessment Method Interview (I) Application (A)
1. Finance and Business A recognised business management, finance or administration qualification	Essential	Application Form	
2. Proven experience in financial management, budgeting and financial reporting	Essential	Application Form	
3. Experience of working at a senior management level in a school environment	Desirable	Application Form	
4. Experience of using and providing computerised management financial information systems within schools (Xero)	Essential	Application Form Interview	
5. Experience of preparing Business Plans	Essential	Application Form Interview	
6. Experience and knowledge of the Academy Trust Handbook	Desirable	Interview	
7. Estates Management Experience of premises management	Desirable	Application Form Interview	
8. Experience of external contracts for ground maintenance	Desirable	Application Form Interview	
9. Knowledge of Health and Safety Management procedures and compliance	Desirable	Interview	
10. Knowledge of Risk Assessment and Hazard Identification procedures	Desirable	Interview	

Experience and Knowledge		Essential (E) Desirable (D)	Assessment Method Interview (I) Application (A)
11.	Experience and management of large-scale building projects and contract management	Desirable	Interview
12.	Human Resources Experience of overseeing HR processes, including payroll and recruitment administration	Desirable	Application Form Interview
13.	Knowledge and understanding of employees pay and conditions of service	Desirable	Application Form Interview
14.	Knowledge of Employment Law	Desirable	Application Form Interview
15.	Systems Management A clear understanding of Arbor or similar school MIS packages	Essential	Application Form Interview
16.	Marketing Experience of marketing	Desirable	Application Form Interview
17.	Extended Schools A clear understanding of Extended Schools	Desirable	Application Form Interview
18.	General Experience of working in a school or academy trust	Desirable	Interview
19.	An ability to lead a team	Essential	Interview
20.	An ability to work as a member of the senior leadership team and to contribute to that team in an effective way	Essential	Interview
21.	An ability to take responsibility for and to contribute to the school's determination to achieve further success	Essential	Application Form Interview
22.	A positive, enthusiastic, flexible attitude to work	Essential	Interview
23.	An ability to work under pressure, meet deadlines and prioritise effectively	Essential	Interview
24.	An ability to plan, prioritise, implement and monitor complex tasks within set timescales	Essential	Interview
25.	An ability to be proactive, take initiative in identifying and seeing through innovative solutions and problems	Essential	Interview
26.	To be able to work enthusiastically in a child centred environment	Essential	Interview

Experience and Knowledge		Essential (E) Desirable (D)	Assessment Method Interview (I) Application (A)
27.	Excellent time management and organisational skills	Essential	Interview
28.	Highly professional with integrity and commitment to confidentiality	Essential	Interview
29.	Strong communication skills both written and verbal	Essential	Interview
30.	<p>Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.</p>	Interview	

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