



Faith, Love, Excellence

**St Dunstan's Catholic Primary School
School Business Manager Job Description**

'Catholic schools are ambitious for high achievement and high standards across the school. Success is often described in terms of academic outcomes, though schools themselves recognise and award pupil achievement in many ways. High achievement is for everyone. It is inclusive of all abilities and in line with the school's hopes for every child. So it is right that every Catholic school, reflects well on what it hopes for, reflects on how the learning experience offered in the school contributes to full human growth for everyone, so that the young are clearly on the road to become the people God intends.'

Taken from 'The Distinctive Nature of the Catholic School'

Pay Scale: Surrey Pay Scale 9 – 10 (dependent on experience)

Working pattern: 36 hours per week, 44 weeks per year

Reporting to: The Headteacher

Accountable for: The Premises and Admin Team

St. Dunstan's Catholic Primary School is committed to safeguarding and promoting the welfare of children in its care and expects all staff and volunteers to share this commitment. This means that we have a Child Protection and Safeguarding Policy and procedures in place. All staff must ensure that they are aware of these procedures.

1. Job Purpose:

The School Business Manager (SBM) is a key member of the school's Senior Leadership Team, contributing to the strategic leadership and operational management of the school.

The SBM leads and manages the school's business functions, ensuring effective use of resources to support high-quality education and outcomes for all pupils. This includes responsibility for financial management, administration, premises oversight, and aspects of human resources.

The role is designed to be flexible and developmental, with the scope of responsibilities and strategic leadership growing in line with the experience and expertise of the postholder.

2. Key responsibilities of the post holder

2.1 Leadership and Strategic Contribution

- Contribute to the strategic leadership of the school as part of the Senior Leadership Team
- Support the Headteacher and Governors in delivering the school development plan
- Ensure that all business functions align with the school's vision, values and priorities
- Contribute to decision-making, planning and continuous improvement across the school
- Build effective relationships with staff, governors, parents and external partners

2.2 Finance management

- Lead on the effective financial management of the school
- Support the preparation, monitoring and review of the school budget
- Provide financial advice and analysis to the Headteacher and Governors
- Ensure financial resources are used efficiently and represent value for money
- Monitor income and expenditure, identifying risks and opportunities
- Support income generation activities, including lettings and funding opportunities
- Ensure compliance with financial regulations, audit requirements and reporting obligations
- Oversee procurement processes, contracts and supplier management

2.3 People and Resource Management

- Line manage the administrative and premises teams, promoting high standards and positive working relationships
- Support staff development, performance management and wellbeing
- Contribute to HR processes including recruitment, payroll liaison and absence monitoring
- Ensure appropriate systems and processes are in place to support effective working

2.4 Premises and Health & Safety

- Oversee the management and development of the school site in partnership with the Premises Manager
- Ensure the school operates safely and complies with health and safety requirements
- Support the planning and delivery of maintenance, improvement and capital projects
- Monitor contracts and services to ensure quality and value for money

2.5 Administration and Systems

- Lead the effective operation of administrative systems and processes
- Ensure efficient use of ICT systems including finance, MIS and data systems
- Promote high standards of organisation, communication and record keeping

- Ensure compliance with data protection and confidentiality requirements

2.6 Compliance and Governance

- Support the school in meeting statutory, regulatory and audit requirements
- Prepare reports and present information to the Governing Body as required
- Ensure robust systems for risk management and internal control

3. General Responsibilities

- Uphold and actively promote the Catholic ethos, vision and values of the school
- Demonstrate a commitment to safeguarding and promoting the welfare of children
- Maintain confidentiality and act with integrity at all times
- Work collaboratively and contribute to the wider life of the school community
- Undertake training and professional development as required
- Be flexible and undertake other reasonable duties as directed by the Headteacher

4. Safeguarding

St Dunstan's Catholic Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to follow all safeguarding policies and procedures and will be subject to an enhanced DBS check.

5. Development of the Role

This role offers the opportunity to:

- Develop strategic leadership experience within a supportive SLT
- Grow responsibility across HR, finance and operational leadership over time
- Contribute to whole-school improvement and future planning

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.