

## **Business Manager Job Description and Person Specification**

**Role Title:** School Business Manager

**Reports to:** Principal and Chair of Governors

**Responsible for:** Finance, Administration, HR, Facilities, Compliance and Support Services

**Location:** Oakhill School

### **Job Summary**

Oakhill School is seeking an experienced and strategically minded School Business Manager to lead our finance, HR, estates, and support services. Reporting to the Principal and Chair of Governors, you will play a central role in ensuring the school's financial sustainability, operational efficiency, and compliance with statutory obligations. This is a senior leadership position requiring strong financial expertise, excellent organisational skills, and the ability to manage diverse teams and functions within a busy school environment. The role offers the opportunity to make a significant impact on the long-term success and development of the school.

### **1. Role Overview**

The School Business Manager is a senior leadership role with responsibility for the strategic and operational management of the school's finance, administration, estates, HR, and compliance functions. The role ensures the efficient, safe, and financially sustainable operation of the school while supporting long-term planning and the delivery of high-quality education.

The postholder acts as Clerk to the Governors and a key adviser on financial, legal, and operational matters. The role requires significant leadership experience, strong financial acumen, and the ability to manage diverse support functions within a busy school environment.

### **2. Key Responsibilities**

#### **A. Financial Management**

- Lead all financial planning, policy, and management across the school.
- Prepare annual budgets, forecasts, and financial strategies aligned to the school's long-term objectives.
- Monitor income, expenditure, KPIs, and cash flow; provide regular financial reports to the Principal and Governors.
- Oversee accounts payable/receivable, payroll, pensions administration, and compliance with PAYE, NI, and relevant tax and statutory requirements.
- Work with external accountants to prepare annual accounts, SOFA statements, balance sheets and support audit processes.
- Scrutinise and authorise invoices, analyse costs, and identify opportunities for savings and efficiency.



- Assess bursary applications annually and recommend awards.
- Oversee financial management of subsidiary activities, including Oakhill School, Nursery and Leisure (company secretary duties).

## **B. Strategic Planning**

- Contribute to school-wide strategic and operational planning, including long-term financial forecasting.
- Support development of the School Improvement Plan.
- Advise Governors and senior leaders on financial, legal, and operational implications of strategic decisions.

## **C. Human Resources**

- Ensure compliance with employment law, equal opportunities, safer recruitment, and HR policies.
- Oversee recruitment, induction, appraisal processes, and staff development.
- Administer payroll, benefits, and HR records, including the Single Central Register.

## **D. Administration & General Management**

- Act as Clerk to the Governors, preparing agendas, minutes, and reports.
- Oversee insurance arrangements, contracts, leases, and service agreements.
- Manage data protection requirements and ensure compliance with GDPR.
- Oversee school policies relevant to business, finance, operations, and compliance.
- Manage the letting of school premises and ensure appropriate agreements and billing are in place.
- Lead or support whole-school communication and administrative processes.

## **E. Community, Stakeholder & External Relations**

- Foster positive relationships with auditors, local authorities, insurers, suppliers, and external agencies.
- Support fundraising efforts and identify additional income opportunities.
- Represent the school in relevant professional and regulatory forums.

## **3. Primary Objectives**

- Deliver a balanced, well-managed school budget.
- Ensure full compliance with statutory and regulatory requirements.
- Maintain a safe, efficient, and well-managed estate.
- Enable effective HR management and a positive staff culture.
- Provide accurate, timely reporting and strategic advice to leaders and Governors.



- Support long-term sustainability through strong financial and operational planning.

## 4. Person Specification

### Essential Qualifications & Experience

- Graduate-level education.
- Strong financial management experience, ideally at senior level.
- Experience managing staff, leading teams, and implementing change.
- Experience of operational management across multiple functions.
- Knowledge of employment law, safeguarding compliance, and financial procedures.

### Desirable Qualifications & Experience

- Recognised financial qualification (e.g., MBA, accountancy).
- Experience in property/estate management or capital projects.
- Knowledge of charity law, company law, and education-sector compliance.
- Fundraising or income-generation experience.

### Skills & Knowledge

- Excellent financial, analytical, and organisational skills.
- Strong ICT competence and data-management capability.
- High-quality written and verbal communication skills.
- Ability to interpret and apply regulations, contracts, and policies.
- Sound judgement, confidentiality, and resilience.

### Personal Qualities

- Strong leadership and interpersonal skills.
- Ability to work strategically and collaboratively.
- Motivation, integrity, and professional credibility.
- Ability to maintain boundaries and build trust.