EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: School Business Manager

School: Southover CE Primary School

Grade: Single Status 11

Responsible to: Headteacher

Responsible for: Finance secretary, office admin, cleaners and caretaker

Purpose of the Role:
Responsible for all aspects of Financial Reporting, and Accounting, Facilities Management and managing the school's business support functions.

The DDSL role is key in supporting the Designated Safeguarding Lead (DSL) in all safeguarding and child protection matters across the school. They will support in the development of a culture of listening to children, taking account of their wishes, and building trusted relationships which facilitate communication.

The DDSL will providing advice and support to other members of staff on child welfare, safeguarding and child protection matters and will liaise and work with, external professionals, safeguarding partners, and parents/carers to promote and support the safety, safeguarding, and welfare of children.

Key tasks:

Finance

1. Responsible for financial planning of school budget, monitoring and reconciliation of budgets, preparation and reporting of financial returns and accounts to ensure the school operates within budgetary constraints and in accordance with regulatory requirements and timescales.

HR

2. Responsible for ensuring recruitment and staffing matters are managed in accordance with regulatory and County Council Schools HR policy requirements.
3. Responsible for maintaining the single central record for all staff, volunteers and governors.

4. Provide guidance on HR matters, including local application of legal or policy changes.
5. Full line management of a team of office staff.

Property

6. Responsible for the facilities management of the school to ensure the school buildings are maintained and operated in accordance with emergency procedures and Health and Safety requirements.
7. Responsible for overseeing the day to day operational management of the ICT infrastructure.

Procurement

8. Responsible for contract management for the school, including procurement and contract monitoring against Key Performance Indicators.

Communication

9. Responsible for the delivery of the administrative support function within the school, ensuring pupil records are maintained, and management information, school records and publications are produced within required timescales and compliant with data protection legislation
10. Review relevant model policies that the school is adopting, adapting the policies to make them specific to the needs of the school.
11. Ensure all external communications are in line with local communication standards and reflect the ethos of the school.

Deputy Designated Safeguarding Lead key tasks:

12. Support in the development of safeguarding and child protection policies, training and procedures and guidance for the school.
13. Support the delivery of training in relation to safeguarding. Provide guidance on relevant matters to all staff members as appropriate and promote best safeguarding practice at all times.

Addendums

The following Addendums apply:	**Yes or No**
Full line management responsibility for a group of staff working across a range of functions, e.g. site management and office staff.	Yes
Complete IOSH training and responsible for undertaking risk assessments e.g. Fire regulations, Health and Safety regulations.	Yes
Responsible for setting up and maintaining a lettings process in accordance with policy and legal requirements. Ensure letting policy is followed, letting agreements/contracts are completed, health and safety checks are completed, ensure payment is received.	Yes
Responsible for marketing the school, for example responsible for external communications relating to promotion of the school or selling services e.g. breakfast club, room letting, open days.	No
Lead the management of data protection procedures in the school and ensure that staff have access to appropriate guidance and training. Manage key data protection documentation, including the Register of Processing Activities, Data Asset Register, Privacy Notices etc and ensure that they are regularly independently audited. Support the DPO respond to FOI requests and subject access requests by ensuring requested information is provide to the DPO in a timely manner. Report data breaches to the DPO and assist them in subsequent investigations and post breach improvement strategies.	Yes
Be a member of the leadership team, contributing to decision making about the school strategy, taking responsibility for delivering specified initiatives and discreet areas of work to support the development and implementation of the school strategy.	No

Finance and Line Management Values:	**Details:**
Manage budget (make decisions about spend and authority to commit spend)	£1.3 million per annum
Monitor budget Yes	£ per annum
P-card or petty Cash holder Yes	£ per month
Number of staff line managed (headcount)	6
Number of work locations staff line managed based at	1

PERSON SPECIFICATION

Essential education and qualifications

1. RQF level 2 qualification in Maths and English.
2. Complete the Designated Safeguarding Leads (DSL) Training for Schools – Initial Training to secure the knowledge and skills required to carry out the role of DSL/DDSL.

Progression requirements:

3. Level 6 diploma in School Business Management (leadership addendum) or assessed as competent against School business management competency framework at SBM level.

Essential key skills, abilities, knowledge, experience, values and behaviours

4. Ability to develop and maintain efficient administrative systems
5. Ability to analyse and interpret complex information, resolve problems and make recommendations
6. Negotiation skills
7. Ability to communicate with a wide range of audiences.
8. Able to converse at ease with customer and provide advice in accurate spoken English
9. Ability to work independently using own initiative, prioritise and manage own workload to meet deadlines.
10. Ability to provide appropriate professional challenge
11. Ability to support change management processes
12. Budget management accounting and financial reporting procedures.
13. Developed knowledge of a range of computer applications including Microsoft Excel, Microsoft Word and use of databases for maintaining and extracting data.
14. Experience of financial planning, budget monitoring, account reconciliation and financial reporting.
15. Experience of undertaking a range of administrative duties and office management.
16. Experience of managing a team staff, and use of HR procedures to support confidential and sensitive matters

17. Managing projects
18. Adaptable
19. Innovative
20. Organised
21. Personable
22. Commitment to personal development and willingness to undertake training

Desirable key skills, abilities, knowledge, experience, values and behaviours

23. Hold or working towards QCF level 4 or above Diploma in School Business Management.
24. Knowledge of Schools Information Management System (SIMS).
25. Sound knowledge of the financial workings of a school, procedures and risk assessments relevant to a school environment
26. Contract management, procurement and supply procedure.
27. Knowledge of Health and Safety legislation
28. Knowledge of HR legislation
29. Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises.
30. Experience of ICT, Communication and Financial Systems Management
31. Demonstrate commitment to supporting children's education and wellbeing

Document version control:

Date created/amended: September 2026

Name of person created/amended document: NF

Job Evaluation Reference: 9931

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	**Applicable to role**
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No