Job Description

POST IDENTIFICATION

Post Title	School Business Manager				
Grade	8	**Job Evaluation ID:**	3574	**Date Evaluated/Reviewed**	14/05/2026

Service Area	Schools				
Service Team	Click here to enter text.				
Responsible to	Headteacher				
Areas of Responsibility	Click here to enter text *(name of teams).*				
Number of staff responsible for	4-9	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

The School Business Manager provides strategic and operational leadership of the school's business, financial, administrative, human resource and estates functions. Working closely with the Headteacher, Senior Leadership Team, and Governing Body, the role ensures that resources are managed efficiently, compliantly, and sustainably, enabling the school to deliver high-quality education within a strong Catholic ethos. The postholder contributes to long-term planning, risk management, and organisational effectiveness so that leaders and teachers can focus on pupils' learning, wellbeing, and outcomes

KEY RESULT AREAS

1. Provide effective operational and strategic leadership, advising the Headteacher and Governors, leading administrative staff, and contributing to school improvement, change management, and organisational effectiveness in line with the School Development Plan.
2. Ensure robust financial planning, budgeting, monitoring, and reporting that delivers value for money, full regulatory compliance, and long-term financial sustainability, supporting informed decision-making by senior leaders and Governors.
3. Oversee all financial and administrative systems, staffing processes, and school funds to ensure efficient, accurate, and accountable use of resources that enables the school to deliver its educational and Catholic mission.
4. Provide strategic oversight of health and safety across the school, ensuring full statutory compliance, effective risk management, safe premises and operations, and a strong culture of safety and wellbeing for pupils, staff, and visitors, in line with the school's ethos.
5. Deliver a clear and ethical income-generation strategy that maximises additional funding opportunities (including lettings, sponsorship, and donations) in alignment with the school's Catholic ethos and educational priorities.
6. Secure additional financial resources through effective identification, development, and submission of fully costed proposals, bids, partnerships, and business links that support the school's long-term goals.
7. Ensure the school's premises, services, and external contracts are managed efficiently and cost-effectively, generating optimal income while maintaining compliance, value for money, and the integrity of the school environment.
8. Provide strategic leadership of the administrative function, ensuring a high-quality, responsive service through strong line management, clear procedures, and continuous improvement.

9. Ensure the provision, analysis, and effective use of management information and data to support decision-making, accountability, and compliance, delivering accurate and timely reports to senior leaders, Governors, and external agencies.

10. Secure, manage, and monitor all grant funding and statutory returns to ensure full compliance, transparency, and optimal use of resources in support of the school's priorities and mission.

11. Ensure the school has a clear, forward-looking technology strategy aligned to its vision and development priorities, enabling effective use of ICT and delivering value for money.

12. Ensure robust and compliant HR administration that supports the Headteacher and SLT, including attendance management, recruitment, appraisal, pay, and employee relations, while maintaining confidentiality and appropriate use of specialist HR advice.

13. Secure the effective operation of the school estate, utilities, equipment, and outsourced services, ensuring value for money, continuity of provision, and appropriate management of premises lettings.

14. Advise Governors on insurance and risk management, implement agreed cover, manage claims efficiently, and ensure contractual and operational arrangements protect the school's staff, assets, and mission

15. Ensure full compliance with statutory and school policies relating to safeguarding, health and safety, confidentiality, data protection, and equality, actively promoting a safe, inclusive, and respectful school environment.

16. Contribute positively to the life of the school through active participation in meetings, training, and performance development, using professional expertise to advise, support, and develop others.

17. Provide adaptable and responsive support to the Headteacher and Governing Body by undertaking duties appropriate to the role that contribute to the effective leadership, governance, and mission of the school

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	• NVQ level 4 or equivalent qualification in relevant discipline e.g. business administration, finance, accountancy. • Excellent numeracy/literacy skills (minimum requirement GCSE Grade C in Mathematics and English).	• Degree and/or AAT Accounting Certificate is desirable.
Knowledge	• A knowledge of FMS, SIMS and BMS systems. • A knowledge and understanding of financial disciplines. • Knowledge of Health and Safety procedures in the workplace.	• Click here to enter text.
Experience	• Experience working in an office environment at a senior level, to include: • Procurement and facilities management. • Experience of development, management, and operation of administrative systems. • Experience of managing budgets and financial administrative procedures. • Experience of managing an administration team. • Experience of marketing / promotion and research.	• Experience of working in a school environment.

Aptitude & Skills	• Good organisational skills and ability to work to agreed targets. • Ability to work under pressure, prioritise tasks and manage time effectively in order to meet deadlines. • Ability to effectively use specialist ICT packages and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Excellent ICT skills. • Ability to commit to the school's vision and aims.	• A willingness to attend local events in which the school attends.

EXPECTED BEHAVIOURS & VALUES

Manage the performance of people. Carry out 1-2-1s, My Reviews, the first stages of HR policies and develop people. Recognise respect and reward people's contribution valuing difference.

Seek, encourage and recognise ideas, initiatives and improvements to deliver better services. Encourage and support others to think differently, to question and to try new ways of doing things.

Communicate in a straightforward way. Confidently handle challenging conversations. Encourage and be open to developmental feedback from others

Consider implications and make decisions / recommendations based on evidence and consultation.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable

Special Conditions	
Other (including physical demands and working conditions)	Click here to enter text.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here