

Job Profile

School Business Manager (GHES)

January 2026

Grade:10 JE ID 20069

Date created:

About the Job

As School Business Manager (SBM), they will be an active member of the Senior Leadership Team – leading on the strategic planning and operational management of all aspects of the school's business functions; including finance, health and safety, human resources, compliance, catering, administration and governance (GHES Management Committee).

They will provide expert guidance and implement daily support systems that ensure the school runs efficiently, enabling the leadership team to focus on delivering high-quality teaching and learning, and pastoral support.

KEY RESPONSIBILITIES – This is what we need you to do...

Leadership & Strategy

- Be an active member of the Senior Leadership Team, leading on projects effecting school service issues
- Provide senior leadership and strategic direction and operational management for the non-curriculum management functions.
- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development

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Human Resources

- To line manage the administration staff team and identify their development needs as appropriate.
- Ensure the school's policies are clearly communicated to and followed by all staff in school, providing guidance and support to key HR processes including recruitment, sickness absence management and discipline and grievance.
- Act as the SLT lead for informal and stage 1 employee relations issues, liaising with the corporate employee relations team in HR for escalations
- To advise the Headteacher on payroll and personnel issues.
- Oversee the complete cycle of school recruitment processes, working with the corporate recruitment teams to ensure robust safeguarding and excellent appointments for all roles
- Ensure systems and in place and act as the compliance lead on SLT for robust record keeping and the schools Single Central Record
- Be responsible for data and monitoring of key workforce metrics to SLT to support effective decision-making
- Support staff wellbeing initiatives and promote a positive working culture, working with the corporate People Services team as necessary
- To advise the Headteacher and Governors on policy issues and the implementation of these policies in the school.
- Respond to emergencies appropriately and inform relevant staff.

Health & Safety Responsibilities

- To lead the strategic management of the maintenance, refurbishment and development of the school premises and grounds. Liaising closely with corporate asset management team.
- To oversee the priorities of work around the site in accordance with the school's asset management plan and School Improvement Plan, working alongside corporate asset management team.

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- To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors.
- To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
- To have overall responsibility for the records of fire practices and alarm testing. For the weekly/monthly statutory testing of water and emergency lighting
- To have oversight of the risk assessment and appropriate recording of school trips and visits, including those that may include risky activity and should be reported via the LA E visits protocol.
- Conduct regular site inspections and risk assessments alongside corporate asset management team to identify potential hazards and ensure timely resolution.
- Maintain and update the school's health and safety policy, ensuring it reflects current legislation and best practice.
- Ensure appropriate emergency procedures are in place, including fire drills, lockdown protocols, and first aid provision.
- Maintain accurate records of incidents, accidents, and near misses, and report them in line with statutory requirements.
- Ensure all staff are aware of their responsibilities under health and safety legislation and school policy.
- Act as the school's Health and Safety Coordinator and Fire Officer
- Support the development of a culture of safety across the school, encouraging staff and students to report concerns and engage in safe practices.

Administration responsibilities

- Manage the whole school administrative function and administrative staff.

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- Support the effective communication of GHES with all stakeholders including general communication in print, through the website, weekly parent bulletin and other communication systems.
- Provide high-level administrative support to the Headteacher and Management Committee, contributing to the smooth running of school operations.
- Work closely with school admissions/referrals and attendance leads to support the effective management of these processes implementing the school Admissions and Attendance policies.
- Provide oversight and support for all administrative processes specific to SEN (EHCPs / Annual Reviews / Outreach / External Training and SIP work).
- Ensure the provision of effective office and reception services as the school's main public front
- Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly.
- Oversee the Absence and Cover protocol for all staff within GHES. Overseeing the arrangements for covering lessons for teaching staff.
- Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when students join and leave.
- Ensure the school remains fully compliant with all statutory obligations, providing guidance to staff on relevant legal, regulatory, and ethical requirements.
- Maintain oversight of all school policies, ensuring timely updates in line with the established policy review schedule.
- Regularly review and update the school's risk register to reflect current and emerging risks.
- Maintain accurate records in accordance with the school's retention schedule and data protection legislation, ensuring confidentiality and information security at all times.
- Act as the school's Data Protection Officer, overseeing compliance with data protection regulations and advising staff and stakeholders on best practices.

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- Arrange transport for students as required

Management Information Systems

- Support the operation of Management Information Systems to ensure their effective and efficient use across the school.
- Manage the collection, collation and distribution of all statistical and statutory returns.
- Assume responsibility for CPOMS and Edulink management for the school.
- Assume responsibility for Annual Workforce Census and Schol Census data
- Assume responsibility for production of class lists, attendance lists, sickness etc. preparation for reports

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and/or DDSL in line with GHES Safeguarding policy, and to record concerns on CPOMS.

General responsibilities

- To attend the appropriate committee and other meetings, including relevant meetings with the School's Leadership Team.

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- To vary duties to meet the changing demands of the school.
- To implement and follow all school and LA policies and procedures, including giving due regard to the schools' equal opportunity policy.
- To oversee and ensure all work is appropriately documented and kept up to date.
- To keep abreast of current legislation and developments particularly in relation to finance and attend training where appropriate.
- To participate fully in the School's Self- Review, Performance Management Review and School Improvement Plan procedures.
- To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time.

Special Conditions

- This position is subject to an Enhanced DBS (Children) and Barred List check

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Demonstrable experience in dealing with employee relations issues at informal and first formal stage
- Experience of leading recruitment, preferably in a context of schools or requiring children's safeguarding
- Experience of managing robust systems and processes

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#)
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence

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- Experience of working on wellbeing or culture projects
- Management withing public/private sector setting
- Experience in financial. HR, business and/or premises operations
- Experience of managing administrative systems and procedures
- Experience of change management
- Contributing to staff development

Knowledge, Skills and Understanding

- Good knowledge of effective ICT administrative systems
- Good knowledge of financial procedures and regulations in schools
- A clear understanding of HR legislation, processes and systems
- Knowledge of Data protection legislative requirements and how to effectively manage a professional office in line with these requirements
- Ability to communicate verbally with, and write reports for a range of stakeholders, including Management Committee and external agencies
- Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes.
- Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be.
- Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff and other stakeholders

- Aligns with GHES Mission and our core values: Nurture, Confidence, Determination, Care, Safe
- Ability to prioritise conflicting demands and thrive under pressure.
- Ability to take a problem-solving approach to tasks and develop valid and financially sound solutions.
- Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.

Education & Qualifications

Essential

- 5 GCSEs including English and Maths at grade 9-4/A*-C
- A professional qualification relevant to the post, such as Business Management, Accountancy, Human resources and/or Premises Management

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