

Sacred Heart of Mary Girls' School



Headteacher: Ms V Qurrey M.A.

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JOB DESCRIPTION

Role: School Business Manager

Location: Sacred Heart of Mary Girls' School, Upminster

Contract: Full time, permanent

Hours: 36 hours per week

Salary: Point 33-35 - £46966-£49053 (depending on experience)

Start Date: June 2026

Deadline: 10 April 2026

Please contact joakes@mary.havering.sch.uk to arrange a visit

We are seeking an experienced and passionate School Business Manager to shape and manage the strategy and operation of the business functions of our school, including financial management and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing support staff, (including the Site Team, Admin Team, Catering Team, ICT Manager) including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the headteacher, advise on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.

Financial management and fundraising

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a weekly basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Work in co-operation with the Governing Body and sub committees

- Find and apply for grants
- To work alongside the PTFA to fundraise and attend their meetings.
- Lead on procurement processes, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure the effective and efficient operation of the finance department, delegating tasks to office managers where appropriate

Human resources

- Manage the school's payroll provision with the payroll provider
- Manage recruitment processes

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Keep records regarding Health and Safety
- Oversee and complete risk assessments for all school trips and visits
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- The school business manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">● A school business management qualification - DSBM
Experience	<ul style="list-style-type: none">● Successful leadership and management experience in a school, or in a relevant field outside education● Involvement in school self-evaluation and improvement planning● Line management experience● Contributing to staff development● Working with children or young people
Skills and knowledge	<ul style="list-style-type: none">● Expert knowledge of financial management● Excellent attention to detail● Previous use of Bromcom and google suite● Effective communication and interpersonal skills● Ability to communicate a vision and inspire others● Ability to build effective working relationships with staff and other stakeholders● Understanding of data protection and confidentiality

Personal qualities	<ul style="list-style-type: none">● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school● Ability to work under pressure and prioritise effectively● Commitment to maintaining confidentiality at all times● Commitment to safeguarding and equality● Embraces change well● Deals with difficult situations effectively
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Notes: This job description may be amended at any time in consultation with the postholder.