

School Business Manager (Part-Time, Fixed Term) – JD & Person Specification

School Business Manager (Part-Time, Fixed Term)

3 days per week • Two-term contract (Autumn & Spring Terms 2026-27)

Salary: PO3-PO5 (pro-rata, dependent on experience)

St Paul with St Luke & St Saviour's Schools Federation

Our Commitment

St Paul with St Luke & St Saviour's Schools Federation is a values-led organisation where equity, inclusion and safeguarding underpin every decision. The School Business Manager will uphold these values and ensure that financial and premises operations actively support a safe, sustainable and equitable environment for all pupils.

Job Purpose

The School Business Manager (SBM) will provide **specialist financial and premises leadership** across the Federation's two sites. This is a **part-time, fixed-term role** focused exclusively on:

- Financial management, reporting and compliance
- Premises, health & safety and contractor oversight

The post-holder will work closely with the Headteacher and Governors to ensure that core business functions run smoothly and compliantly during a period of transition.

Key Responsibilities

1. Financial Management (Core Duty)

- Lead the preparation, monitoring and review of the Federation's budget for the two-term period.
- Ensure strong financial controls, compliant procurement and value-for-money practices.
- Prepare monthly management accounts and termly financial reports for the Headteacher and Governors.
- Oversee financial compliance with DfE, Local Authority and Diocesan requirements.
- Monitor income streams and oversee financial aspects of catering, premises contracts and lettings.
- Ensure accurate financial record-keeping and audit readiness.

2. Premises, Health & Safety (Core Duty)

- Hold operational responsibility for premises management across both sites.
- Oversee maintenance schedules, statutory checks and contractor performance.
- Ensure compliance with health & safety legislation, including risk assessments and site safety procedures.
- Support the Headteacher in managing capital projects and condition-related works.
- Ensure premises operations actively support safeguarding and a safe environment for pupils.

3. Governance, Compliance & Reporting (Limited Scope)

- Provide financial and premises reports to Governors and committees.
- Ensure compliance with relevant legislation, DfE guidance and Local Authority requirements.
- Maintain up-to-date knowledge of KCSiE as it relates to premises and operational safety.

4. Professional Conduct & Values

- Model integrity, confidentiality and professionalism.
- Champion equity, inclusion and respectful relationships.

- Contribute positively to the Federation's Christian ethos.
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Person Specification

Qualifications

- Educated to degree level or equivalent professional experience (E).
- CSBM/DSBM or commitment to work towards this (E).
- Evidence of relevant CPD (E).
- ISBL membership (D).

Experience

- Significant experience in school business management or equivalent financial/premises role (E).
- Experience managing and reporting on budgets in an education or public sector setting (E).
- Experience overseeing premises, health & safety and contractor management (E).
- Experience preparing reports for Governors or boards (E).
- Experience working across multiple sites (D).
- Experience working in a Church of England or Diocese-maintained school (D).

Knowledge & Technical Expertise

- Strong knowledge of school financial management, procurement and reporting (E).
- Understanding of health & safety legislation and its application in schools (E).
- Knowledge of DfE, Local Authority and Diocesan compliance requirements (E).
- Understanding of GDPR/UK GDPR as it relates to financial and premises data (E).
- Knowledge of SRM/SRMA frameworks or ICFP tools (D).

Skills & Competencies

- Strong analytical and numerical skills (E).

- Ability to present financial information clearly to senior leaders and Governors (E).
- Ability to manage multiple priorities within a part-time schedule (E).
- Strong IT skills, including financial systems and Microsoft Office (E).
- Ability to build positive relationships with staff, contractors and external partners (E).

Personal Attributes

- Commitment to safeguarding and child protection (E).
 - High levels of integrity, confidentiality and professionalism (E).
 - Positive, solution-focused approach with resilience (E).
 - Commitment to the Federation's values and public service (E).
 - Empathy with the Christian ethos of the Federation (D).
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Contract Details

- **Part-time: 3 days per week**
 - **Fixed term: Two terms (Autumn & Spring 2026-27)**
 - **Focus: Finance and Premises only**
 - **Start date: As soon as possible following appointment**
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How to Apply

Complete the LDBS Application Form: <https://ldbs.co.uk/ldbs-job-application-form>

Return to: **Fanoula Smith, Headteacher - head@st-saviours.towerhamlets.sch.uk**

Visits to the schools are warmly welcomed.

Link to LDBS JD Template

The London Diocesan Board for Schools (LDBS) provides standard job description templates here:

<https://ldbs.co.uk/recruitment-resources>

