



Head of School: Mr P. Richardson  
Executive Headteacher: Mrs A. O'Gara  
Chair of Governors: Mr J. Douglas

Remembering, Learning, Striving

**School Business Manager  
Zetland Primary School**

**Salary:** Grade F+ (SCP 25-27) (£36,363 - £38,220) *pending pay award for April 2026*

**Actual salary:** £17,573 - £18,471 *pending pay award for April 2026*

**Hours:** 20 hours per week, Term Time Only + 5 PD Days + 1 week

**Closing Date:** 3<sup>rd</sup> July 2026 12:00 noon

**Status:** Permanent

**Required:** 1<sup>st</sup> September 2026 or as soon after

**Interview Date:** w/c 6<sup>th</sup> July 2026

<b>POST: SCHOOL BUSINESS MANAGER</b>	
<b>RESPONSIBLE TO:</b> Head-Teacher	
<b>STAFF MANAGED:</b> Team of support staff	
<b>JOB PURPOSE:</b>	<p>The School Business Manager (SBM) is responsible for providing support to the Headteacher and Governors in the strategic and day to day management of the school budget, administration, human resources, compliance and premises.</p> <p>The SBM will provide support to the Headteacher in the day-to-day management of the school office and site, lead and manage the admin team, take a lead role in personnel matters and manage the contracts for the schools as delegated.</p>
<b>JOB CONTEXT:</b>	<p>Works within the busy school environment taking a strategic role in managing the administration, procurement, premises, personnel and finances of the school to ensure the smooth running of the school</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>

Zetland Primary School  
Redcar Lane, Redcar. TS10 3JL  
**Telephone:** 01642 484595  
**Email:** office@zetland.org.uk  
**Web:** zetland.ironstoneacademy.org.uk



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<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Management	<ul style="list-style-type: none"> <li>To provide information analysis to support school planning and improvement</li> <li>To review and assess school priorities for planning, preparing and forecasting school budget</li> <li>To continually analyse information to ensure cost efficiency</li> <li>To provide comprehensive management and support to Head-teacher for the effective development and control of the school’s financial growth, income generation and contract coordination</li> <li>Leads on development of administrative and financial systems in their area of responsibility</li> <li>Responsible for submitting returns on time</li> <li>Write reports as required for the head-teacher and/or governors</li> <li>Undertakes effective procurement processes to ensure value for money</li> </ul>
Communications	<ul style="list-style-type: none"> <li>Establish good working relationships and communicate effectively with all staff, pupils, contractors and external partners</li> <li>Responsible for the effective communication with support staff</li> </ul>
Resource m Management	<p><u>People Management</u></p> <ul style="list-style-type: none"> <li>Line manages a small team of staff, including recruitment, performance management, training and supervising</li> <li>Responsible for personnel/HR matters for staff within the school</li> <li>Attend staff meetings and training days</li> <li>Highlight additional training and supervision needs to build on your skills and knowledge</li> <li>Assists in development and implementation of HR policies</li> <li>Set clear targets and challenge underperformances where appropriate</li> <li>Responsible for ensuring HR contracts are correct, changes to contracts have being communicated to payroll and checking payroll each month.</li> </ul>

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IRONSTONE ACADEMY TRUST

Zetland Primary School is a part of the Ironstone Academy Trust (A Company Limited by Guarantee) Company Registration Number: 09040348 |  
 Company Address: Normanby Primary Academy, Flatts Lane, Normanby, Middlesbrough, England, TS6 ONP



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<p>Resource management</p>	<p><u>Financial Management</u></p> <ul style="list-style-type: none"> <li>• To take delegated responsibility for financial decisions following appropriate discussions with Headteacher</li> <li>• To take responsibility for preparing estimates of income and expenditure, budget monitoring and maximising income generation</li> <li>• To be responsible with the Head-teacher for the school budget by forecasting, distributing and monitoring the budget as well as provide financial advice</li> </ul> <p><u>Premises Management</u></p> <ul style="list-style-type: none"> <li>• To support the Headteacher in responsibility for the school site and buildings, their maintenance, development and efficient use, including lettings for income generation</li> <li>• To take delegated responsibility for premises decisions following appropriate discussions with Head-teacher</li> <li>• To identify aspects of school premises which require improvement and/or refurbishment, and have some involvement in project managing the building works</li> </ul>
<p>Safeguarding</p>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role</li> <li>• Understand that different confidentiality procedures may apply in different contexts</li> <li>• Be responsible for promoting and safeguarding the welfare of children</li> <li>• Be responsible, with the headteacher, for ensuring the Single Central Record is kept up to date, and always remains compliant.</li> </ul>
<p>Systems and Information</p>	<ul style="list-style-type: none"> <li>• Monitors and contributes to the effective management of technologies and systems</li> <li>• Responsible for maintaining accurate records for the school</li> </ul>

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Strategic Management	<ul style="list-style-type: none"><li>• Assist in income generation activities, by promoting and marketing the school</li><li>• To investigate new streams for funding and submit bids as appropriate</li><li>• To be involved in contingency planning</li><li>• To maintain and update 3 year development plan</li><li>• To ensure that the school is fully prepared to meet and maintain the Financial Management Standards</li><li>• Contribute to the development of policies for their areas of responsibility</li><li>• Make the best possible use of resources through effective planning, considering all financial and other resource implications</li></ul>
Data Protection	<ul style="list-style-type: none"><li>• To comply with the school’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li></ul>
Health and Safety	<ul style="list-style-type: none"><li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li><li>• To work with colleagues and others to maintain health, safety and welfare within the working environment</li><li>• Take a lead role in health &amp; Safety management, ensuring effective risk management</li></ul>

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**PERSON SPECIFICATION – JOB TITLE: School Business Manager**

<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of financial management</li> <li>• Knowledge of premises management, contract management and HR procedures</li> <li>• Knowledge of child protection procedures and a commitment to safeguarding pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of employment legislation</li> <li>• Knowledge of Health &amp; Safety legislation</li> <li>• Knowledge of procurement procedures</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of managing/supervising staff</li> <li>• Financial management experience</li> <li>• Administrative experience</li> <li>• Experience of data inputting systems</li> </ul>	<ul style="list-style-type: none"> <li>• Contract management experience</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Good ICT skills</li> <li>• Ability to manage the school budget on both a strategic and day to day level</li> <li>• Ability to lead and motivate a team</li> <li>• Analytical skills</li> <li>• Negotiating skills</li> <li>• Report writing skills</li> <li>• Ability to make decisions</li> <li>• Attention to detail, neatness and accuracy</li> <li>• Good organisational and time management skills</li> <li>• Ability to work as part of a team</li> <li>• Flexible and committed</li> <li>• Confidentiality</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSE in Maths and English Grade C/4 or above</li> <li>• Be prepared to undertake necessary qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of School Business Management or equivalent business/administration qualification</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school’s policies and ethos</li> <li>• To be committed to Continual Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	

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