

Job Description

Schools Business Manger

Salary: PO3–PO5 • Full-Time, All Year Round • Closing: 26 June 2026 • Interviews: w/c 29 June 2026

To work across the two schools currently in our federation, with potential for other schools to join.

Post Title	School Business Manager
Schools	St Paul with St Luke & St Saviour's Schools Federation
Salary Scale	PO3–PO5 (subject to experience)
Contract Type	Permanent, Full-Time, All Year Round
Responsible to	Headteacher
Responsible for	Catering team, premises and admin
Start Date	As soon as possible following appointment
Closing Date	26 June 2026
Interviews	Week commencing 29 June 2026

Our Commitment

St Paul with St Luke & St Saviour's Schools Federation is a values-led organisation. Equity, inclusion and the safeguarding of every child are at the heart of everything we do. We expect all members of our Senior Leadership Team to champion our values in decisions and day-to-day.

Job Purpose

The School Business Manager (SBM) is a member of the Senior Leadership Team (SLT) and holds strategic and operational responsibility for all business management functions across the Federation's two sites. Working in close partnership with the Headteacher and Governors, the post-holder will ensure that resources, systems and services are managed effectively, equitably and sustainably, enabling the Federation to deliver its vision and goals for every pupil.

Key Responsibilities

1. Strategic Leadership & School Improvement

- Contribute as an active member of the SLT to whole-school strategy, improvement planning and decision-making
- Provide professional leadership across all business management functions, ensuring alignment with the Federation's vision and values
- Advise the Headteacher and Governors on financial, operational and compliance matters, presenting clear reports and recommendations
- Lead on operational change management and service improvement, building organisational capacity across both sites

2. Financial Management

- Lead the preparation, monitoring and review of the annual budget in line with the School Resource Management self-assessment (SRMA) framework
- Ensure robust financial controls, procurement processes and value-for-money principles are applied across all expenditure

- Prepare monthly management accounts and termly financial reports for the Headteacher, Finance Committee and Full Governing Body
- Manage the Federation's relationship with the Diocese (LDBS) on all operational reporting requirements
- Oversee catering and extended services contracts, income generation and lettings

3. Human Resources

- Lead on all HR processes, including recruitment, induction, performance management, absence management and disciplinary procedures
- Line manage and develop the support staff team across both sites, including coaching, CPD planning and managing underperformance
- Ensure compliance with employment law, GDPR and the school's HR policies, liaising with the Local Authority and external advisers as required
- Oversee staff welfare and maintain accurate HR records using the school's management information system

4. Premises, Health & Safety

- Hold overall responsibility for premises management across both sites, including maintenance, capital projects and the condition of the school estate
- Ensure full compliance with health and safety legislation, conducting risk assessments and leading the school's health and safety committee
- Manage contracts with external contractors and service providers, ensuring value for money and compliance with procurement regulations
- Lead on sustainability and environmental management, including energy efficiency and carbon reduction planning

5. Information Technology

- Oversee the management of the school's IT infrastructure, including systems, software licences and data security
- Ensure compliance with GDPR and support the Data Protection Lead for the Federation
- Champion the effective use of technology and AI tools to improve school management and efficiency

6. Governance, Compliance & Safeguarding

- Ensure the Federation operates in full compliance with all relevant legislation, DfE guidance and Local Authority requirements
- Act as a safeguarding-aware leader: ensure premises, staffing and operational practices actively support a safe environment for children and young people
- Maintain up-to-date knowledge of Keeping Children Safe in Education (KCSiE) and ensure its requirements are embedded in operational practice
- Support the Clerk to Governors and contribute to governance processes, including the preparation of reports for committees and the Full Governing Body

7. Equity, Inclusion & Community

- Ensure all operational decisions and resource allocation actively reflect the Federation's commitment to equity, inclusion and the removal of barriers
- Develop and maintain positive relationships with pupils, families, the local community, the Diocese and the Local Authority
- Champion a culture in which all staff and stakeholders are valued and treated with dignity and respect

Safeguarding

St Paul with St Luke & St Saviour's Schools Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. References will be sought and verified prior to interview in line with safer recruitment practices as set out in Keeping Children Safe in Education (KCSiE).

Equity & Equal Opportunities

We are an equal opportunities employer and welcome applications from all sections of the community. We are committed to creating a workforce that reflects the diversity of the communities we serve and actively encourage applications from individuals whose backgrounds and experiences are currently under-represented in school leadership. We will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, in line with the Equality Act 2010.

How to Apply

To apply, please complete the LDBS Application Form: <https://ldbs.co.uk/ldbs-job-application-form>

For further information and to book a visit, please visit: www.st-saviours.towerhamlets.sch.uk

Contact: Fanoula Smith, Headteacher • head@st-saviours.towerhamlets.sch.uk

Visits to the schools are warmly welcomed before the closing date. Applications must be received by 26 June 2026. Interviews will take place week commencing 29 June 2026.

Person Specification

School Business Manager

E = Essential D = Desirable Assessed by: A = Application form I = Interview T = Task/presentation

Qualifications & Professional Development

Criterion	E / D
Educated to degree level or holds equivalent professional experience	Essential
CSBM (Certificate in School Business Management) or DSBM (Diploma in School Business Management), or a commitment to work towards this	Essential
Evidence of ongoing Continuing Professional Development (CPD) relevant to the role	Essential
ISBL membership or working towards ISBL Associate/Practitioner accreditation	Desirable
Level 5 or above qualification in a relevant field (finance, management, HR, etc.)	Desirable

Experience

Criterion	E / D
Substantial experience as a School Business Manager or equivalent senior business/operational role	Essential
Experience of preparing, managing and reporting on a significant budget within an educational or public sector setting	Essential
Experience of leading, coaching and developing a team, including managing underperformance	Essential
Experience of managing HR processes, including recruitment, performance management and absence management	Essential
Experience of premises management, health & safety compliance and contract management	Essential
Experience of working with Governors, a Governing Body or equivalent board	Essential
Experience of working in a Church of England school or Diocese-maintained setting	Desirable
Experience of managing across multiple sites	Desirable
Experience of income generation, lettings or commercial activity in a school setting	Desirable

Knowledge & Technical Expertise

Criterion	E / D
Thorough knowledge of school financial management, including budget planning, monitoring, procurement and financial reporting	Essential

Criterion	E / D
Working knowledge of HR legislation, employment law and safer recruitment practices	Essential
Sound understanding of health and safety legislation and its application in a school context	Essential
Working knowledge of Keeping Children Safe in Education (KCSiE) and the responsibilities it places on school leaders	Essential
Understanding of data protection legislation (GDPR/UK GDPR) and its application in schools	Essential
Knowledge of relevant DfE, Local Authority and Diocesan compliance requirements	Essential
Knowledge of the ISBL Professional Standards and/or the DfE School Business Management Competency Framework	Desirable
Knowledge of Integrated Curriculum Financial Planning (ICFP) or School Resource Management (SRM) tools	Desirable
Familiarity with the School Resource Management Self-Assessment (SRMA) framework	Desirable

Skills & Competencies

Criterion	E / D
High-level written and oral communication skills, with the ability to present complex information clearly to Governors and the Diocese	Essential
Strong analytical and numerical skills, with the ability to interpret financial and performance data	Essential
Demonstrable ability to lead, motivate and develop a support staff team, including coaching and managing underperformance	Essential
Ability to manage multiple concurrent projects and competing priorities, meeting deadlines in a fast-paced environment	Essential
Strong IT and systems skills, including management information systems, Microsoft Office, and AI tools to improve efficiency	Essential
Ability to build positive, collaborative relationships with staff, pupils, families, Governors and external partners	Essential
Ability to think strategically and contribute to whole-school improvement as a member of the SLT	Essential
Experience using AI tools or automation to improve school management processes	Desirable

Personal Attributes & Values

Criterion	E / D
A clear, demonstrable commitment to equity and inclusion, with evidence of actively working to create fair outcomes for pupils, families and staff from all backgrounds	Essential

Criterion	E / D
A genuine commitment to safeguarding and child protection, understanding that this is everyone's responsibility	Essential
High levels of personal integrity, confidentiality, honesty and professional conduct	Essential
A positive, flexible and solution-focused approach to work, with the resilience to manage competing demands	Essential
A commitment to the vision of the Federation and to public service for the children and families we serve	Essential
Empathy with the values of a Church of England school and commitment to supporting its Christian ethos	Desirable

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School website: www.st-saviours.towerhamlets.sch.uk

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