



Millais School

In pursuit of excellence

ROLE DESCRIPTION/ROLE SPECIFICATION

| | | | |
|-----------------------|--|--------------|--|
| Job title | School Business Leader | Grade | Hay A (circa £55,057-£56,358 pa (market supplement available for suitably experienced candidate) |
| Area | Finance, HR, estates & facilities, health & safety, administration, ICT services and operational staff | Hours | 37 per week |
| Responsible to | Headteacher & Governing Body | FT/PT | Full time, all year-round contract |

Core Purpose

To provide strategic leadership and professional management of the school's business, financial, and operational services within a maintained Local Authority framework. The School Business Leader ensures:

- Efficient and effective use of delegated budgets and resources
- Compliance with Local Authority financial regulations, statutory duties, and safeguarding requirements
- Safe, well-maintained, and sustainable management of the school's estate and facilities.

This enables the Headteacher and Senior Leadership Team to focus on improving teaching, learning, and student outcomes.

Key Responsibilities

1. Strategic Leadership & Governance

- Act as a member of the Senior Leadership Team (SLT), contributing to school improvement planning and organisational strategy
- Advise the Headteacher and Governing Body on financial sustainability, staffing structures, operational efficiency, and risk management
- Support governors through high-quality reports to Finance and Resources Committee
- Lead business continuity, risk management, and with the SLT, emergency planning
- Promote a strong business ethos and ensure efficient and effective use of resources aligned to the School Improvement Plan.

2. Financial Resource Management

- Lead the preparation and management of the annual delegated budget and three-year financial plan and planned preventative maintenance schedule
- Propose budgets, analyse and control expenditure, produce management information





- Monitor financial performance, report variances, and recommend corrective actions
- Maintain strong financial controls to minimise risk and ensure accountability
- Ensure compliance with Schools Financial Value Standard, School Financial Procedures and Policy, Local Authority regulations and DfE statutory guidance
- Oversee procurement, payments, and contract management to ensure value for money
- Oversee school fund accounts, year-end accounts, audits, and statutory returns
- Maximise income through lettings, grants, trading activities, and prompt invoicing
- Support budget holders to achieve value for money and effective resource use.

3. Human Resources

- Lead HR administration and advisory functions in line with Local Authority policies and employment law
- Oversee recruitment, contracts, induction, absence management, disciplinary processes, and performance management
- Oversee the Single Central Record and ensure safer recruitment compliance
- Support workforce planning, staff wellbeing, and professional development
- Liaise with the HR Administration Officer, Local Authority Payroll, Personnel Services, Unions and Occupational Health
- Oversee monthly financial returns to Local Authority payroll
- Advise SLT and Governors on employment legislation and workforce planning.

4. Estates, Facilities & Health and Safety

- Manage and maintain the school estate and assets, including overseeing capital projects and statutory compliance
- Ensure compliance with Health and Safety legislation, fire safety, asbestos management, water hygiene, and building regulations
- As chair of the Health and Safety Management Committee, raise awareness of health and safety responsibilities and apply legal requirements
- Ensure ancillary services e.g. cleaning, catering, grounds maintenance etc., are monitored and managed effectively to a high standard
- Promote and facilitate environmental sustainability through energy conservation initiatives, recycling and the proper disposal of hazardous waste materials
- Act as the school's Health and Safety Coordinator and Fire Officer and ensure the school's health and safety policy is clearly communicated to all relevant parties
- Maintain risk assessments, risk registers, and coordinate statutory H&S training
- Liaise with Local Authority regarding insurance, claims, and compliance matters.

5. In-House Catering Facility

- Oversee and monitor financial performance of the in-house catering facility
- Report to the Catering Management Committee on performance of the IHCF and uptake of school meals
- Prepare and monitor the annual IHCF budget and plan equipment replacement in the school's catering facility for presentation to the Finance and Resources Committee.



6. Operations, Administration and ICT Services

- Lead whole-school administrative, operational, and support services
- Chair the H&S Management Committee meetings
- Manage MIS, data protection (UK GDPR), Freedom of Information requests, and records management
- Liaise with the Network Manager to coordinate ICT infrastructure, service provision, and introduction of new technologies to improve efficiency
- Maintain financial and operational systems including cashless payments, catering systems, and asset registers
- Liaise with the HR Administration Officer re staffing, recruitment, role descriptions and contracts
- Develop professional links with other schools and school business managers.

7. Compliance, Audit & Policy Management

- Ensure adherence to statutory and Local Authority guidance in finance, safeguarding, and operational management
- Lead on Health and Safety for all for all staff
- Lead on Data Protection and (UK GDPR) for all staff
- Coordinate audits and implement recommendations
- Lead development, review, and implementation of school policies including Health & Safety, Fire Action and Emergency Evacuation Plan, Asbestos Management Plan, and Data Protection (UK GDPR)
- Ensure staff understand and align with the school's vision, values, and strategic priorities.

8. Marketing, Communications & External Relations

- Contribute to the school's marketing and communications strategy to promote a positive profile locally and nationally
- Support initiatives to maximise student numbers on roll
- Develop relationships with external partners, businesses, and community organisations
- Identify and pursue opportunities for income generation aligned with the school's ethos
- Promote effective use of school facilities to increase revenue and community engagement.

9. Support Staff Leadership

- Line-manage Finance, Premises, Catering, ICTNS, HR Administration Officer and Medical Welfare Officer
- Ensure effective role descriptions, induction, performance management and CPD
- Lead on Data Protection and (UK GDP) for all staff
- Lead on Performance Management and CPD
- Ensure appropriate staffing cover, including during school holidays.

10. General Expectations

- Uphold and promote the ethos and values of the school
- Maintain efficient systems and a professional working environment



- Support the Senior Leadership Team in day-to-day school leadership
- Undertake other duties appropriate to the role as required
- Safeguard and promote the welfare of all students in line with school policies and statutory requirements
- Establish and maintain a professional, enthusiastic and positive attitude and commitment to work with the team
- Develop constructive relationships and communicate with other agencies/professionals
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students follow this example
- To adhere to school policy on equality and diversity
- To continue personal professional development as agreed and engage actively in the staff appraisal process
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To comply with the school's Data Protection (UK GDPR) policy and understand individual responsibility for data protection
- To comply with the school's Child Protection and Safeguarding policy, reporting all concerns to the Designated Safeguarding Lead.

Employees will be expected to comply with any reasonable request from the SLT to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and external agencies.

The school will endeavour to make any necessary reasonable adjustments to the role and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The role specification contains an outline of the role holder's principal responsibilities and accountabilities and is not intended to be exhaustive.

The role will be reviewed with the jobholder at appropriate intervals by the Line Manager, as necessary in consultation with the Headteacher of Millais School and the Governing Body.



PERSON SPECIFICATION

TRAINING AND QUALIFICATIONS:

| Criteria | Essential | Desirable |
|--|-----------|-----------|
| • Educated to degree level or equivalent professional qualification, preferably in finance, business or management | ✓ | |
| • Recognised management, business, or accountancy degree or equivalent professional qualification (e.g. CIPFA, CIMA, ACA, ACCA, DSBM, CSBM, ADSBM, MSc School Business Management) | | ✓ |
| • Professional qualification in school business management (e.g. ISBL level 4/5/6) | | ✓ |

EXPERIENCE AND EVIDENCE:

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| • Leading strategic financial planning, budget management and reporting within an educational or comparable public sector environment | ✓ | |
| • Proven experience of procurement, contract management and compliance with statutory regulations | ✓ | |
| • Experience of working with governance structures, including reporting to SLT and Governors | | ✓ |
| • Experience of marketing communication and strategies in student recruitment and stakeholder engagement | | ✓ |
| • Experience of income generation in a school or organisational setting (e.g. lettings, partnerships, commercial activities) | | ✓ |
| • Leading and developing staff teams in a professional environment | ✓ | |

KNOWLEDGE AND UNDERSTANDING:

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| • Knowledge of operational management, including HR, premises, health and safety, risk management and ICT | ✓ | |
| • Knowledge of benchmarking and school income generation strategies | | ✓ |
| • Understanding of the wider educational and regulatory context, including local and national frameworks | | ✓ |
| • Knowledge of financial management and school funding structure | | ✓ |
| • Familiarity with school systems such as Bromcom, MCAS and cashless catering | | ✓ |
| • Awareness of safeguarding and safer recruitment procedures | | ✓ |



SKILLS AND ABILITY:

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| • Strong financial analysis, forecasting and budget management skills | ✓ | |
| • Excellent strategic planning, organisational and project management abilities | ✓ | |
| • Competence in IT systems and data management for finance, HR and administration | ✓ | |
| • Strong interpersonal, communication and influencing skills, able to collaborate with staff, leadership and stakeholders | ✓ | |
| • Ability to work under pressure, prioritise tasks and meet deadlines effectively | ✓ | |
| • Problem solving and decision-making skills with attention to detail and accuracy | ✓ | |

PERSONAL QUALITIES:

| Criteria | Essential | Desirable |
|--|-----------|-----------|
| • High professional integrity and confidentiality | ✓ | |
| • Innovative and commercially minded, able to contribute to long term sustainability and development of the school | | ✓ |
| • Enthusiastic about professional development and continuing build expertise in school business management | | ✓ |
| • Adaptable, resilient and able to manage competing priorities | ✓ | |
| • Committed to promoting a positive, inclusive and supportive school culture | ✓ | |
| • Willingness to constructively challenge and support teams to continuously improve performance | ✓ | |