

ETWALL PRIMARY SCHOOL SB/OM Job Description

Post:	School Business/Operations Manager (37 hours per week / 42 weeks per year)
Grade:	11
Hours:	Term-Time plus inset days and three additional weeks* - 37hrs per week *Additional 15 days to be agreed with the headteacher, according to the needs of the school.
Responsible to:	The headteacher for the operation of the business functions of the school, including financial management, health and safety, human resources/personnel and premises
Responsible for:	School office staff, School site staff, Office staff

Job Purpose

To provide strategic leadership and operational oversight as a key member of the Senior Leadership Team, ensuring the effective management of finance, human resources, premises, statutory compliance, and administrative systems, while enabling the school to operate efficiently, effectively and safely.

Typical Duties and Responsibilities

The duties of this post may vary and be changed in order to meet the changing demands of the school at the reasonable direction of the Headteacher.

Office / Administration

- Accountable for the strategic leadership and continuous improvement of administrative systems and office operations, ensuring they are efficient, responsive, and aligned with the school's vision and statutory obligations.

Financial Management and Procurement

- Provide strategic leadership in financial planning and resource allocation, advising the headteacher and governors on budget formulation, forecasting, and monitoring to ensure financial sustainability, compliance, and value for money.
- Lead the strategic management of the school's physical and operational resources, ensuring the effective coordination of data systems, facilities, and procurement processes to support a safe, efficient, and future-ready learning environment.
- Accountable for compliance with financial regulations and transparent reporting to stakeholders.

Human Resources / Personnel

- Lead the strategic management of human resources, ensuring all processes—from workforce planning and recruitment to performance management and staff absence—are implemented in full compliance with employment law, safer recruitment standards, and audit requirements.
- Maintain accurate and secure personnel records, ensure timely reporting, and embed robust systems that withstand internal and external scrutiny.

Data Protection and Cyber Security

- In conjunction with the Derbyshire DPOs and Data Protection Team, be responsible for the effective administration of data protection and cyber security, ensuring full compliance with GDPR and data legislation.
- Lead on embedding a culture of confidentiality, integrity, and digital resilience across the school.

Premises Management

- Accountable for the strategic oversight of school premises, including maintenance, capital projects, and health and safety compliance.
- Ensure the site is safe, secure, and conducive to learning, while maximising the value of resources and contracts.

Health and Safety

- Lead the development and implementation of health and safety policies and procedures, ensuring a proactive approach to risk management and statutory compliance.
- Promote a culture of safety and wellbeing for all pupils, staff, and visitors.

Management Information Systems and IT

- Responsible for the strategic development and operational effectiveness of the school's MIS and IT infrastructure.
- Ensure systems support data-driven decision-making, secure information management, and continuity of operations.

Safeguarding:

- To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct
- Ensure safeguarding compliance by implementing safer recruitment procedures, maintaining accurate Single Central Record checks, and verifying the identity and clearance of all visitors, volunteers, and contractors entering the school.
- To raise any concerns about poor or unsafe practice in regard to children in a timely manner and in accordance with agreed whistle blowing procedures

Training:

- With the headteacher, identify and arrange training and development for all members of staff
- Ensure that a record is kept of all First Aid training completed by staff and that staff are identified and booked onto First Aid training on a rolling programme before their certificate runs out
- Book training for classroom staff, as identified and signposted by senior leaders in school

Other Duties:

- To understand and comply with Derbyshire County Council's Equal Opportunities Policy and Health and Safety requirements and all relevant school policies
- To understand and comply with the school's and County Council's policies on Equalities, SEND and Inclusion.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post
- In the event of absence, support the midday supervisory team with their duties. This may include providing guidance on effective supervision or carrying out first aid when staffing levels are low.

This job description was agreed between _____ **(SB/OM)** and Sarah Bentley (Headteacher)

Signed..... **(SB/OM)**