



**School Business Manager**  
**at Hook CE Primary School (Part-Time)**  
**(part of Edukos Trust)**

**JOB DESCRIPTION**

Hours of work: 22.5 hours per week (days to be mutually agreed) 8.30 am to 5.00 pm (with an hour for lunch), term-time only plus 12 days

Salary: **NJC SCP 21 – £33,143 pa** (pending NJC new rates 1 April 2026)

A vacancy has arisen in our busy School Office for a part-time School Business Manager (SBM). This part-time SBM role would involve working three days a week, term-time only plus 12 days during the holidays.

The SBM role is responsible for the majority of the disciplines of Human Resources, Finance, Site Management, Health and Safety and Administration and contributes to the leadership and management of Hook Primary School as a member of the Senior Leadership Team. The SBM works closely with the Head Teacher and Trust staff, responding to any queries and obtaining information required.

The new SBM will take on the existing SBM's responsibilities (as listed in full below).

To be responsible for general Human Resources (HR) matters, including:

- Advising on personnel issues at Hook School to ensure that appropriate conditions of service are met.
- Maintaining all personnel data and confidential staff records.
- Administering recruitment of all vacancies, ensuring all appropriate checks are carried out in line with current legislation, with support from the Head Teacher

- Providing leadership and guidance for non-teaching support staff, including line management responsibility for all administrative, midday supervision and catering staff.
- Conducting staff development interviews for administrative, kitchen and premises staff.
- Administering any contractual changes for staff, using bespoke iTrent/e-form software.
- Processing monthly overtime for both teachers and support staff.
- Checking monthly Payroll reports, prepared by an external agency, to ensure accuracy and submitting required auditor's reports to Head Teachers for authorisation.
- Producing annual salary statements for all staff.
- Completing and submitting monthly and annual Teachers' Pensions and LGPS/ERPF returns.
- Dealing with all pensions queries from the administering bodies, using their online Portals (Teachers Pensions and ERPF).
- Receiving alerts via the bespoke iTrent system in respect of extended/cumulative absences at both schools and ensuring appropriate responses and actions.
- Dealing with all Occupational Health referrals and subsequent administration.
- Providing Finance/HR information to the Trust Central Team for Trustee reports each term where required.

Preparation of Finance/HR information for the Head Teacher.

- Maintaining the Single Central Record.
- Processing Disclosure Barring Service checks for staff/volunteers.
- Collating/verifying/submitting annual Workforce Census to the Department for Education using Arbor MIS.
- Responding to any HR/pay/pensions queries from the staff.

To be responsible for overseeing allocated financial support at the school, including:

- Preparing Schools' annual budgets, including a three-year budget forecast using IMP budgeting software, together with the Trust's Chief Financial Officer, to present to each Head Teacher and Trustees.
- Monitoring spending against budget and ensuring all purchases and financial transactions are correctly authorised, processed and recorded in accordance with school policy and the Trust Financial Procedures.
- Reviewing the Schools' monthly accounts, understanding and reporting on any variances between budget vs actual figures.

- Agreeing/purchasing annual Council Service Level Agreements with the Head Teacher, using Here For Schools software.
- Liaising closely with the Admin Assistant, who is responsible for placing all orders using the centralised finance software package, Hoge 100.
- Producing/posting customer invoices for e.g. lettings on Hoge 100, as required.
- Ensuring school income, where a submission is required, is claimed in a timely manner.

Liaising with the School SendCo with regards to SEN income and the LA for timely payment of EHCP funding.

To be responsible for effective site management and the efficient operation of school facilities, including:

- Advising the Head Teacher/Site Manager on all issues re maintenance of the school site and building.
- Liaising with the Head Teacher/Site Manager on site management/maintenance problems ensuring they are rectified.
  - Liaising with external contractors, particularly in respect of large building projects.
- Request quotes for works required in accordance with the Finance Procedures.
- Responsibility for letting of school premises to outside organisations/school staff.
- Acting as a key contact for all premises-related service level agreements.

#### General Administration

- Managing the School Office.
- Responding to all email queries relating to this role.
- Generally assisting within the School Office as required when busy, including carrying out first aid for the children.
- Dealing with queries from all stakeholders as required when busy, ie staff, children, parents, visitors etc in person and on the telephone, using Arbor as required.
- Any other tasks, as requested by any of the Head Teacher/Trust staff, commensurate with this role/grade.

Training, as required, will be arranged for the following software packages: Hoge 100, iTrent, Arbor MIS, Teachers' Pensions Employer Portal, ERPF Portal, Here for Schools, IMP budgeting software and various online platforms.

In addition, annual Safeguarding training, 2-yearly Data Protection, Safer Recruitment and First Aid training will be required. Other ad-hoc training as required for the role.

*Edukos Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.*