

LANCASTER ROYAL GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE	Assistant Business Manager
GRADE	7
RESPONSIBLE TO	Director of Finance & Support Services
JOB PURPOSE: - To assist the Director of Finance and Support Services in all aspects of School Business Management, providing high-quality support to the school through effective management, operation and delivery of the support services - To assist in providing management leadership across the support staff functions within a multi-disciplinary support structure - To assist the Director of Finance and Support Services with the management of Health and Safety and Estate Management, contract/project management; ensuring that statutory requirements are met	
MAIN ACCOUNTABILITIES: Estates Management - To assist the Director of Finance and Support Services with the overall management of Health and Safety and the Estates Management, contract/project management in the school; ensuring statutory requirements are met - Assist in the development, implementation and ensure compliance with policies and procedures such as Health and Safety and Security - Assist with the effective management of facilities, including premises and building projects - Assist in the development of Health and Safety plans within the school, ensuring that they are regularly reviewed, and issues identified/resolved - Ensure emergency and contingency plans are in place and that any risks/issues are mitigated - Maintain a working knowledge of Health and Safety procedures - Assist the Director of Finance and Support Services in meetings with the catering managers to ensure the nutritional standards are met and to ensure maximum take up of school meals is achieved - Be responsible for the review and monitoring of service level agreements and contracts register - To contribute to the preparation of papers for the Governing Body. - To support day to day premise operations Finance - Assisting with budget monitoring, financial planning and forecasting. - Involvement in the production of monthly financial reports and budget analysis. - Supporting payroll and finance operations. - Assisting with preparing of financial returns and documents around financial processes. - Helping ensure compliance with financial regulations and academy trust requirements. - Supporting the development and implementation of financial systems and procedures. Administration & Line Management - To undertake line management responsibilities as directed by the Director of Finance and Support Services - Assist the Director of Finance and Support Services with the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures to meet the needs of the school - To be responsible for the submission of relevant information to the Director of Finance and Support Services, the board of Trustees and outside agencies - To carry out any other duties as requested by the Director of Finance and Support Services or Head	

Developing self and working with others

- Provide advice to peers and other stakeholders and independently resolve a range of standard and unforeseen issues, within pre-determined operational limits.
- To create and maintain good working relationships with all members of the school community.
- Demonstrate and promote commitment to Equal Opportunities.
- Be aware of and comply with policies and procedures relating to child protection, equality of access, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To attend skill training and participate in personal/performance development as require
- To play a full part in the life of the school community, to support its ethos and to encourage students to follow this example.
- Maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people and adhere to the associated policies and guidelines.
- To support the promotion of positive relationships with parents and outside agencies.
- To take care for their own and other people's health and safety.

The post holder's responsibility for promoting and safeguarding the welfare of children will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headmaster.

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PERSON SPECIFICATION

Post title: Assistant Business Manager	Grade: 7		
Requirements (Based on the Job Description)	Essential (E)	Desirable (D)	Assessed via: application form (AF), Interview (I), Reference (R)
Qualifications:			
GCSE Maths and English (Grade 4/C or above) or equivalent	X		AF
Recognised accounting qualification and/or qualified by experience (CIMA/AAT/CIPFA Level 7)		X	AF
School Business Qualification (CSBM or DSBM) or currently working towards accreditation		X	AF
Qualification in Health and Safety, IOSH or NEBOSH		X	AF
Knowledge, Skills and Experience:			
Ability to produce excellent written communication with a high level of accuracy and attention to detail	X		
Detailed working knowledge of Microsoft Office, specifically Excel spreadsheets	X		
Experience of implementing DfE 'Good Estates Management', planning and monitoring projects		X	
Experience and understanding of managing health & safety in the workplace/ education setting		X	
Experience of leading an effective team, showing strong and effective management skills		X	
Ability to effectively present written and verbal information to a variety of audiences.	X		
Ability to work effectively under pressure and to tight deadlines	X		
Ability to analyse and interpret financial/educational management information to identify areas for improvement	X		
Ability to effectively plan, organise and manage a complex workload	X		
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation	X		
Behaviours and Values:			
Effective team player	X		
Understanding of Equal Opportunities issues	X		
Sensitive to the needs of others	X		
Able to communicate effectively	X		
Able to treat information confidentially	X		
Able to communicate effectively	X		
Willing to participate in staff training	X		
Agreed: Kate Kidd		September 2026	