

## School business managers and administrators

### School business managers (SBMs) and school administrators

Business Managers and other office administrative staff provide essential services for the whole school covering pupil attendance, admissions, managing school clubs/trips, staff recruitment, finance, school website and admin support for the whole school

#### School business manager

A school business manager will utilise their specialist skills to manage school finances and resources and bring a business dimension to strategic planning in the school. The duties undertaken will depend on the specific needs of the school but may include:-

- professional and financial advice to the Headteacher, SLT and Governors
- strategic lead for non curriculum functions across the whole school
- responsibility for site development /project management within the school
- accountability for the efficient management of School Finances, Human Resources, Health and Safety and Facilities Management
- line/performance management of staff
- development of collaborative partnerships with other schools and organisations
- Procurement / cost saving activities

SBMs act as vital leaders in our Schools. Well-trained and qualified SBMs provide schools with access to unique skills and important technical knowledge. They have access to membership of professional body [ISBL](#) with specific professional standards.

#### [ISBL Professional Standards — ISBL](#)

There are a range of specialist qualifications:

- [L4 ILM Diploma for School Business Managers](#)
- [L5 ILM Diploma for School Business Leaders](#)
- [L6 Chartered Manager Degree Apprenticeship](#).
- [Level 7 Accountancy Professional Apprenticeship \(cipfa.org\)](#)

All school support staff can access a range of CPD and training via [Ealing CPD online](#)

### School administrators

Provide essential administrative services for the whole school providing day to day office support in a range of functions

Roles include, Office Manager, Receptionist, Admissions Officer; Attendance Officer, Finance Officer and general Administrators

#### Main responsibilities and tasks

- Undertake reception duties, answering routine telephone and face-to-face enquiries/visitors
- Assist with pupil first aid and welfare, looking after sick pupils, liaising with parents and staff
- Maintain manual and computerised records/ management information systems.
- Undertake ICT based tasks
- Undertake routine administration
- Managing pupil attendance
- Managing admissions processes
- Pupil data input
- Financial processing
- Marketing
- Procurement
- Managing finance and office procedures
- Overseeing Health and Safety of the school premises

Job descriptions (link to generic) on EGfL

#### Related content

[Support staff roles generic job descriptions](#)

[Support staff performance management and review](#)

#### Related services

[Continuing professional development \(CPD\) and training 2024/25](#)

[Ealing Education Centre \(EEC\) training and meeting venue 2024/25](#)

#### Contact:

- **Alison Bennett**, School workforce and governance development: [abennett@ealing.gov.uk](mailto:abennett@ealing.gov.uk) 020 8825 6689/ 07545 412205

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