

# School business manager

School business managers oversee the efficient day-to-day running of a school and support the headteacher and leadership team.

Average salary (a year)



£25,000

£55,000

Starter

Experienced

Typical hours (a week)



35 to 39  
a week

You could work



evenings  
attending events or appointments

## Different routes to get this job

(check the website for entry requirements)

- a university course
- an apprenticeship
- working towards this role
- applying directly

## Day-to-day tasks

In this job, you'll:

- advise the headteacher and governors on financial policy
- manage the school budget
- order goods and services and pay suppliers and contractors
- keep accounts up to date for inspection
- oversee the maintenance of school buildings
- recruit, train and manage school support staff
- make sure school security and health and safety policies are followed
- develop the school's marketing and communications strategy
- manage the school's administrative systems
- report to the headteacher, governors, and local authority and government departments

Regularly check Teams channel "[Careers advice for students](#)"

## Skills and knowledge

You'll need:

- leadership skills
- business management skills
- customer service skills
- the ability to work well with others
- to be flexible and open to change
- maths and financial skills
- the ability to accept criticism and work well under pressure
- knowledge of human resources and employment law
- to be able to use a computer and the main software packages confidently