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| Job Title | School Business Manager |
| Salary Scale | Grade 7/8 |
| Conditions of Service | Part Time, Permanent |
| Responsible to | The Headteacher |

Role and Responsibilities

1. To contribute to the overall organisation, management and direction of the school.
2. To maintain oversight of designated areas of whole school organisation and development and to take responsibility for a range of specific duties and tasks, as outlined below.
3. To share responsibility, with the Head Teacher and the School Leadership Team, for monitoring and evaluating school progress against the stated objectives and targets of the School Development Plan in specific areas and for taking any additional actions as may be agreed to be necessary.

Financial Management

1. To prepare an annual budget, in liaison with the Head Teacher and Area Finance Officer, to be submitted to the Local Governing Body.
2. Working with Area Finance Office to ensure the school has appropriate financial systems, managing all aspects of the school's finances (including the School Fund) and to be responsible for the effective management of these systems and administration, ensuring compliance with Financial Regulations.
3. To be responsible for the day to day input of financial transactions within authorised spend limits using the School's accounting systems. To present financial statements to the Senior Leadership Team and Full Governing Body.
4. To advise school budget holders and ensure that budgets are monitored and managed effectively.
5. To ensure the safe collection, correct handling, recording and banking of cash and related tasks in accordance with financial regulations.
6. To ensure that quotations for the supply of goods and services to the school are obtained; that prices are negotiated with suppliers and contractors as required; and that goods and services are ordered, received and paid for in accordance with the School's Finance Policy.
7. To ensure that the school holds appropriate insurance cover and other licences as may be required.
8. To identify and pursue sources of funding, sponsorship and grants. To write bids for funding as required by outside bodies.
9. To use benchmarking to evaluate relative spending trends, inform the Head Teacher of causes of significant variance or unforeseen developments including suspected fraudulent activity
10. To prepare appraisals for particular projects and the development of long-term initiatives for the school.
11. To attend Full Governing Body meetings as requested.



Administration and Information Systems across the school

The Business Manager will be responsible for all aspects of administration across the school. Specific responsibilities include:

1. To line manage the administrative staff to ensure the efficient and effective running of the school office and its functions.
2. To line manage the cleaners and caretaker to ensure the efficient and effective management of the school's facilities.
3. To liaise with IT contractors to coordinate planning for the effective provision of ICT resources at the school including hardware, software, training, the web site, learning platform, reprographics and telephone system.
4. To work with the Head Teacher to ensure all necessary statistical returns to the DfE, the LA and any other relevant bodies are carried out.
5. To ensure the inventory of equipment is maintained and that processes are in place to add/remove items, involving governors where required.
6. To ensure the efficient operation of the information management system including the pupil progress tracking system.

Personnel Management

1. To be responsible for the administration of personnel matters in line with Local Authority policy, including appointments and terminations, contracts of employment, CRB and medical checks, conditions of service, and discipline and grievance matters, making recommendations as necessary to the Head Teacher and Governing Body, and to participate in the recruitment of non-teaching staff.
2. To maintain and upkeep staff confidential records.
3. To ensure the single central record is kept up to date.
4. To provide effective means to develop skills, effective systems of appointment, induction and performance review and for making recommendations to the Head Teacher on the effective use of support resources.
5. To manage Staff Attendance and Leave to ensure a continuous service throughout the year and to report to the Headteacher, as required.
6. To ensure all relevant personnel policies, legal and regulatory procedures are in place and adhered to.
7. To work with the Headteacher in managing the effective deployment of Midday Supervisors and the non-teaching staff team and to assist in their Performance Review process.

Site Management

1. To be responsible for all aspects of licensing, premises, project and Asset Management.
2. To work with the Diocese to determine and develop appropriate LCVAP bids, organising quotes as needed.
3. To consult with the Head Teacher and the Caretaker, ensuring that an appropriate programme of capital improvements, of planned maintenance and decoration, and of security and cleaning is in place and is being carried out.
4. To oversee premises related projects, ensuring that all necessary paperwork is complete and permissions granted.



5. To liaise with the Diocesan Surveyor and outside contractors, as necessary.
6. To ensure arrangements are in place for a high quality/value for money grounds maintenance service.
7. To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering.
8. To be responsible for the school kitchens, including, cleaning and maintenance of equipment.
9. In liaison with the caretaker to ensure that arrangements are in place for the security of the building and out of hours/holiday key holder arrangements.
10. In liaison with the school's finance officer, manage any external school lettings and casual hire of premises.
11. To be responsible for the emergency closure/evacuation policy and plan and lockdown procedures.

Health and Safety

1. To keep school Health and Safety policies under review and to ensure, in liaison with the Caretaker that all required procedures are in place and observed, including risk assessments and training records.
2. To report to the Headteacher on Health and Safety and advise all staff as appropriate.
3. To ensure school medical policies are in place and to ensure that required procedures are observed.
4. To ensure that catering arrangements meet food-related health and safety requirements.
5. In liaison with the caretaker and other office staff ensure that all required maintenance checks are carried out at the required intervals.
6. In liaison with the Head Teacher and caretaker, plan, instigate and maintain records of fire practices and alarm tests.

Professional development You can add what you like here, to suit the appropriate candidate and school's need

1. To take responsibility for one's own professional development to ensure continued effectiveness in the role.
2. To participate in the Performance Management arrangements of the school.

Links with other provision associated with the school

1. To represent the school on the Out of School club (OOSC) and Pre-school committee.
2. To liaise with the St Joseph's Pre School management and OOSC management in respect of mutual Health and Safety issues and shared facilities.

General responsibilities

1. To participate in Staff Training Days and other training opportunities as required.
2. To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines.
3. To contribute to the School Development Plan.
4. To provide support as relevant to the Head Teacher
5. To undertake any other reasonable duties as may be agreed from time to time with the Head Teacher.