



Immaculate Conception Catholic Primary School

Job Description for the post of School Business Officer

Immaculate Conception Catholic Primary School was founded by and is part of the Catholic Church. The school is one of the means through which the Church's educative mission is fulfilled and is therefore to be conducted as a Catholic school in accordance with the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hallam.

POST: School Business Officer, 37 hours per week, 41 weeks per year

GRADE: Grade 8; point 12-15 (DCC pay scale) (pro rata)

START DATE: June 2026

JOB PURPOSE:

To manage the day-to-day administrative functions of school Finance, Information Technology, Human Resources, Premises and Health and Safety to support the smooth running of the school. To adhere to financial regulations, health and safety, data protection and other legislation relevant to duties. To promote the highest standards of business ethos within the administrative function of the school and to assist in ensuring the most effective use of resources in support of the school improvement objectives.

RESPONSIBLE TO: Headteacher

DUTIES OF POST:

Leadership & Strategy

- Plan and manage change in accordance with the school development/strategic plan
- Responsibility for all statutory and trust return requirements for school(s).
- With the headteacher, support and direct the work of the school business assistant.

Finance

- Evaluate financial data and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.
- Use the agreed budget to actively monitor and control performance to achieve value for money in liaison with the Headteacher and Chair of Governors.
- Provide ongoing budgetary information to relevant stakeholders.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Assist with providing information for costed proposals, recommendations or bids.
- Monitor the effectiveness and implementation of agreements meeting regulations for tender and contractual arrangements.
- Manage the schools ordering, good receiving and invoicing process – delegating where appropriate to other admin roles in line with the scheme of delegation and financial regulations.
- Manage income, savings, banking and completion of all financial returns.

- To ensure necessary insurances and licences are taken out as directed.
- To comply with the schools Finance Policy and Scheme of Delegation, as well as the Academies Financial Handbook.
- To process BACS, faster payment and cheque payments as required.
- To maintain records of contracts and service agreements, reviewing annually to ensure best value.
- Ensure quotes for goods and services are sought when needed.

Administration Management

- To ensure the effective administration of all office tasks, including front of house, pupil data, admissions, transfers, trips, enrichment, school meals and attendance.
- To oversee the administration of the school minibuses and school events.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goal.
- Provide the Headteacher with routine and ad hoc reports.
- Manage the preparation of information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.
- Maintain the school's inventory.
- To undertake the maintenance of the school website content as instructed, ensuring that regular reviews are carried out and amendments are made as necessary.
- Monitor visitors to and from the site, overseeing the signing in requirements in line with school policies with regards to Safeguarding and Child Protection.
- To manage whole school communications as required or directed.
- To manage maintenance of school stock, including stationery, reprographics, first aid and curriculum resources.

Human Resources

- Manage the payroll services for all school staff including processing time sheets, payroll returns and the management of pension schemes and associated services
- Process the administration concerning staff appointments (including all pre-employment checks), leavers and attendance procedures.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Assist the Headteacher in the management of recruitment performance management, appraisal and development for all support staff
- Ensure staff and governors have a clear understanding of the policies and procedures and the importance of putting them into practice
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Manage the schools single central record, including carrying out DBS and pre employment checks.
- Identify the types of skills knowledge, understanding and experience required to undertake existing and future planned activities.
- Monitor and record staff absence management, ensuring all return to work interview and trigger meetings are carried out in line with the schools procedure.

Premises Management

- Ensure the supervision of relevant planning and construction processes undertaken in line with contractual obligations
- Assist the Headteacher to ensure the safe maintenance and security operation of all school premises.
- In liaison with the Building Supervisor and Headteacher ensure the maintenance of the school site including the purchase and repair of all furniture, fixtures and fittings and maintain relevant documentation.

- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations of outsourced school services
- Assist the Headteacher to ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the School's Lettings procedure.
- Ensure records of compliance works, testing and other service level agreements are effective.

Health and Safety, Safeguarding and Data Protection

- Ensure all obligations and requirements are met (e.g.) Health & Safety Co-ordinator and Fire Officer responsibilities.
- Comply with all Health and Safety policies and legislation.
- Ensure GDPR requirements are met (General Data Protection Regulations).
- To undertake and monitor risk assessments across the school site.
- To assist in recording/reporting incidents.
- To oversee the school's record retention, in line with policy.
- To maintain a register of Business Interests of staff and Governors, ensuring it is reviewed annually.
- To understand the need to maintain confidentiality and Data Protection about school business.

Other Duties and Responsibilities

- To assist with policy administration of school policies.
- To ensure the efficient use of Business Assistants, should they be employed at the school.
- Take an active part in appraising own work against agreed priorities and targets in accordance with the school's Appraisal Policy.
- To be willing to undertake training relevant to the role, including Level 4 Diploma in School Business Management, if not already accomplished.
- To pass three yearly DBS clearance checks or current Criminal Record checks as appropriate.
- Carrying out any other instructions/duties given by the Headteacher or Chair of Governors reasonably falling within the remit of the post.