

Cathedral Primary School

School Business Manager

Job Description

Job Title:	School Business Manager
Reporting To:	Head Teacher
Hours of Work:	30 hours per week (pattern to be agreed)
Working Pattern:	Term time plus two weeks
Salary:	CST Payscale: Points 38 to 41 Gross full time equivalent range: £41,357 - £44,653 Actual part time term-time salary (0.6862FTE): £28,377 - £30,639
Start Date:	1st September 2024 or as soon as possible thereafter
Contract:	Permanent

Purpose of the role

- Be an active and enthusiastic member of the Senior Leadership Team;
- Organise the support function of the school, overseeing any activities that do not have a curriculum focus;
- Be responsible for school finances, agreeing and preparing the school's annual 3 year rolling budget;
- Process monthly expenditure and prepare forecasts in line with CST deadlines;
- Prepare termly financial reports for Governors and attend Governor meetings, as required;
- Act as HR lead, in liaison with the Headteacher and CST HR Team;
- Ensure the school complies with all employment legislation;
- Line manage the school's administration team;
- Manage school facilities and contracts, including liaising with caterers and cleaning staff;
- Manage the school's health & safety systems, ensuring all policies and procedures are understood and followed;
- Deputise for the Head Teacher in relevant fields of expertise;
- Actively contribute to, and promote, the aims and objectives of the school, and to maintain its philosophy of education.

Main Duties and Responsibilities

The following duties and responsibilities represent a non-exhaustive list of elements of this role:

General Responsibilities

- ❖ Be an active member of the school's SLT, contributing to the formulation and implementation of school strategies and school development plan, as directed by the Head Teacher;
- ❖ Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct, building respectful relationships across the school;
- ❖ Attend weekly SLT/MLT meetings, making an active contribution to school improvement;
- ❖ Line manage members all of the administration team, to include completion of performance review meetings and target setting, in accordance with the school's line management structure;
- ❖ Manage staff well, with due attention to workload and wellbeing, raising any concerns with the Headteacher if they arise;
- ❖ Work in compliance with the Codes of Conduct, Regulations and policies of Cathedral Schools Trust, and its commitment to equal opportunities;

Finance Responsibilities

- ❖ Evaluate information and consult with the SLT, Trust and Governors to prepare a realistic and balanced budget alongside the Finance Director and Head Teacher;
- ❖ Use the agreed budget to actively monitor and control performance to achieve value for money;
- ❖ Identify and inform the Head Teacher, Trust and Governors of the causes of significant variance, and take prompt corrective action;
- ❖ Propose revisions to the budget if necessary, in response to significant or unforeseen developments;
- ❖ Provide ongoing budgetary information to relevant people;
- ❖ Work with the Head Teacher to ensure the School Development Plan is properly costed and linked to the budget;
- ❖ Seek and make use of specialist financial expertise when required;
- ❖ Monitor the financial situation of any after-school / breakfast clubs and advise the Head Teacher accordingly;
- ❖ Ensure the school has appropriate financial systems and manage all aspects of those systems in accordance with CST policies; ensure accurate financial records are maintained, and report on a regular basis to the Head Teacher, Trust and Governors;
- ❖ Cooperate with audit procedures as necessary;

- ❖ Monitor and control capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors;
- ❖ Maximise income generation within the ethos of the school;
- ❖ Monitor the standard and cost effectiveness of the catering contractor within the agreed performance indicators.

HR Responsibilities

- ❖ Ensure that all recruitment, performance management, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements;
- ❖ Ensure staff have a clear understanding of these policies and the importance of implementing them;
- ❖ Alongside the Headteacher, lead on the school's wellbeing strategy, helping formulate and embed the strategy to the benefit of all staff and pupils;
- ❖ Support the Head Teacher in all aspects of staff recruitment;
- ❖ Manage the recruitment, performance management and development of the office and premises staff;
- ❖ Making use of specialist expertise in relation to HR issues including liaising with CST HR Team and independent occupational health referral, as required;
- ❖ Assist the Head Teacher with workforce planning, ensuring all new roles are correctly budgeted for and appropriate approvals are sought;
- ❖ Ensure that accurate personnel records, including sickness and other absences are maintained, and information passed on to the CST HR and Payroll Services as necessary;
- ❖ Ensure all staff are paid on the correct scale and spine point in consultation with CST, and provide appropriate information on pay to staff, Governing Body and the Trust;
- ❖ Act as the first point of contact for all staff at the school on pay and contract related issues, liaising with HR and Payroll as necessary.

Office Administration Responsibilities

- ❖ Manage the whole school administrative function and lead the office staff, liaising as required with cleaning staff and the BCCS/CPS shared Site Manager;
- ❖ Work collaboratively with the Operations Lead to ensure the smooth running of all administrative and support functions of the school;
- ❖ Establish and implement effective methods to review and improve administrative systems;
- ❖ Use data analysis, evaluation and reporting methods to ensure systems are streamlined to maximise efficiency and avoid duplication;

- ❖ Prepare information for publications and returns for the DfE, Trust, LA and other stakeholders within statutory guidelines;
- ❖ Coordinate planning for the effective provision of ICT resources at the school including hardware/software and the efficient use of IT support;
- ❖ Ensure inventories of equipment and stock are maintained, all statutory and statistical returns are completed as appropriate and the efficient running of the IT administration system;

Facilities Duties

- ❖ Work alongside the Operations Lead and BCCS/CPS shared Site Manager to ensure the following tasks are completed:
 - Supervision of relevant planning and construction processes is in line with contractual obligations;
 - Ensure the security of the school premises;
 - Manage the repairs and maintenance of the school site to ensure a safe learning environment for all stakeholders;
 - Ensure utilities, site services and equipment are supplied as appropriate;
 - Follow sound practices in estate management and grounds maintenance;
 - Monitor, assess and review contractual obligations for outsourced school services;
 - Monitor and manage the catering and other contracts to ensure quality and value for money;
 - Manage the letting of the school premises to external organisations;
 - Manage premises projects and liaise with contractors as required;
 - Ensure CST central team is updated with any new risks for insurance purposes;
 - Liaise with the CST IT team to ensure that equipment is functioning appropriately and suitable for teaching and learning;
 - Advise on all Health and Safety matters, including measures in the event of emergencies;
 - Managing the purchase, repair and maintenance of all furniture, equipment and fittings.

Compliance Duties

- ❖ Act as the school's Health and Safety Coordinator and Fire Officer;

- ❖ In conjunction with the Operations Lead and BCCS/CPS Site Manager plan, instigate and maintain records of fire practices and alarm tests;
- ❖ Ensure the school's written Health and Safety Policy is clearly communicated and available to all people;
- ❖ Ensure the policy is implemented at all times and is regularly reviewed ;
- ❖ Ensure regular consultation with people on health and safety issues;
- ❖ Ensure risk assessments are carried out and stored as appropriate;
- ❖ Ensure effective monitoring and reporting of health and safety issues to the Senior Leadership Team and Governors and, if necessary, the Health and Safety Executive;
- ❖ Liaise with and report to the CST Estates Manager on all appropriate matters relating to compliance, health & safety and facilities.

Wider Professional Duties

- ❖ Contribute to and exemplify the values of the school;
- ❖ Actively seek opportunities for professional development;
- ❖ Promote the welfare of all pupils in line with relevant policies and procedures and support the school in safeguarding pupils in daily practice;
- ❖ Promote equality in all areas of school life and treat everyone with fairness, respect and dignity;
- ❖ Be aware of and respect all children's religious beliefs and cultures;
- ❖ Support, promote and comply with decisions and policies agreed by SLT and the governing body;
- ❖ Develop effective, professional working relationships with colleagues;
- ❖ Prepare and maintain clear and appropriate records.
- ❖ Have an understanding of Freedom of Information regulations; ensure that records are accurately recorded and maintained in accordance with the School's policies and procedures and that such information may be required to be made publicly available (theoretically).
- ❖ Process information in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018, including your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

Other

- ❖ Hold a valid Enhanced DBS clearance certificate;
- ❖ Demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school;

- ❖ Work in compliance with the Codes of Conduct, Regulations and policies of the Cathedral Schools Trust, and its commitment to equal opportunities;
- ❖ Maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the students and the school;
- ❖ Have professional regard for the ethos, policies and procedures of the school, and maintain high standards in one's own attendance, punctuality and performance;
- ❖ Perform any reasonable duties as requested by the Head Teacher.

This document does not form part of your contract of employment with the school and is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.
