

*Catholic Voluntary Aided Schools*

Saint Alban’s Catholic Primary School

Job description

**Business Manager (Level 7)**

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| **Main Purpose**  Responsible for the planning, development, and delivery of support function within a school; member of the senior management team.  **Key Tasks**   1. Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies 2. Manage the school’s support functions 3. Line management of school support staff including recruitment, induction, and performance management, training and mentoring systems for support staff.   Including the school’s Wraparound Provision.   1. Develop appropriate policies relevant to school support functions 2. Negotiate, manage and monitor licenses, insurances and contracts on behalf of the school. 3. Develop income generating activities including preparation of and submission of bids for funding to external agencies. 4. Responsible for the development of the marketing strategy for the school. 5. Responsible for the overall equipment ordering process. 6. Take a lead role in the development of a Disaster and Recovery Plan. 7. Commission appropriate payroll and management information systems, and be responsible for their effective operation. 8. Interpret matters of policy / procedure / statute to ensure the school’s compliance and initiate appropriate action arising. 9. Manage procurement and be responsible for securing relevant sponsorship / bids. 10. Develop work specifications and manage service contracts. 11. Be aware of and support equal opportunities for all. 12. Share expertise and skills with others. 13. Recognise own strengths and areas of expertise and use these to advise and support others. 14. To be a proactive members of the school team, contributing to St. Alban’s Catholic Ethos. 15. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.   ***Individuals in this role may also undertake some or all of the following:***   1. Manage the delivery of extended services activities 2. Management of facilities, including premises, lettings and liaising with external contractors 3. Be the health and safety manager for the school.   **NOTE:**  This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.  It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.  Elements of this job description and changes to it may be amended in light of organisational and service requirements. |
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***The applicant will be required to safeguard and promote***

***the welfare of children and young people.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.*