



Eaglesfield Paddle C.E. Primary Academy

Eaglesfield, Cockermouth

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Headteacher : D F V Watson B Ed (Hons), Dip Ed, Cert Ed, NPQH,
NPQEL

JOB DESCRIPTION	
POST TITLE:	School Business Manager Part Time, Permanent, Term Time plus one weeks
RESPONSIBLE TO:	Headteacher
PAY GRADE:	BS10 – BS11 Pro – rata
JOB PURPOSE:	To be the Chief Finance Officer and ensure the Academy is compliant with the Academy's Trust Handbook and lead on all areas of business support with responsibility for the Administrative, Financial, Facilities, Risk, Human Resources, and Health & Safety Management of the Academy.
MAIN DUTIES AND RESPONSIBILITIES: Leadership & Strategy <ol style="list-style-type: none"> 1. Ensure financial compliance with the Academies Trust Handbook 2. Attend Governing Body, Management, and Strategy meetings 3. Negotiate and influence strategic decision making within LST 4. Plan and manage change in accordance with the school's plans and procedures 5. Contribute to the school ethos, aims and improvement plan 6. Undertake continued personal development and performance management 7. Work as part of a team, appreciating and supporting the role of other team members 8. Embrace the ethos and values of Eaglesfield Paddle CE Primary Academy as a caring and compassionate Christian community where pupils can grow, develop and thrive "to be the best they can be, because God is with us in all that we do." Administration Management <ol style="list-style-type: none"> 1. Lead and manage all administrative areas of the school including financial, operational, buildings, payroll and human resource administration and health & safety procedures 2. Lead the organisation and monitoring of school support functions and whole school systems, procedures and policies 3. Produce reports containing detailed analysis and evaluation of financial data and information as required 4. Ensure completion and submission of internal and external forms and statutory returns 5. Ensure value for money for all Service Level Agreements and contracts in relation to provision of services 6. Provide reports and recommendations as a result of ongoing monitoring and evaluation, and in response to request to the SLT, Board of Governors and its subcommittees 7. Support the Designated Protection Officer (DPO) to ensure compliance with General Data Protection Regulations (GDPR) 8. To be the Governance Professional (Clerk to Governors) for the governing body 	

Finance, Facilities and Risk Management

1. Manage all financial administrative processes ensuring compliance with the school's financial procedures and The Academies Financial Handbook
2. To be the Chief Financial Officer and Company's House Secretary for the Academy
3. Produce the school's budget in conjunction with the SLT and the Finance Committee
4. Provide regular budget monitoring management reports to the SLT and Governing Body
5. Complete an annual asset audit of school resources
6. Take a lead role in securing sponsorship/funding through the preparation and submission of bids for financial grants
7. Manage facilities including the school's building and grounds, lettings and associated income and projects
8. Prepare reports and estimates and undertake tender exercises for development projects.
9. Undertake collective procurement in collaboration with others as required

Human Resources & Support Management

1. Lead and manage all support staff including carrying out performance management and arranging training and development opportunities
2. Take a lead role in the recruitment, selection and induction of non-teaching staff
3. To undertake induction of all new staff
4. Ensure effective communication with all support staff and hold regular team meetings
5. Provide personal and organisational support to all school staff
6. Take a lead role in marketing and promoting the school
7. Provide specialist advice and guidance to the LST Governing Body on compliance with government guidelines, policy, legislation and regulations
8. Support the Information Technology (IT) Co-ordinator in managing, updating and facilitating content on the school's website and social media sites
9. Support the IT Co-ordinator in delivery the school's IT Strategy

Safeguarding and Health & Safety Management

1. Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to the Designated Safeguarding Lead
2. Act as the academy's Health & Safety Co-ordinator and Fire Officer
3. Plan, carry out and maintain records of fire practices, alarm tests and incidents
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Ensure systems are in place to enable the identification of hazards and risk assessments
6. Undertake the safeguarding checks & the induction of all school volunteers
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team and where appropriate the Health & Safety Executive

Health & Safety:

The Health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by the Headteacher.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

**This post requires an enhanced Disclosure and Barring Service check
and receipt of two satisfactory references**