

## St Joseph's Catholic Primary School



# School Business Manager JOB DESCRIPTION

GRADE/ SCALE: Grade G
Hours: 37 hours per week
Term time plus 10 days

**Responsible to:** Headteacher

**Staff Supervision:** School Administration Assistants and Site Supervisor

**Purpose of the Post:**

- To work as part of the Senior Leadership Team, taking a full and active role in the day to day running of the school.
- To organise, manage, and supervise administrative systems and teams within the school.
- To contribute to the planning, development and monitoring of support services and relevant staff, including coordination and delegation of relevant activities.
- To provide support to leadership in the operation, maintenance, and development of systems, processes, and procedures, relating to the financial management, administration, personnel, site & facilities, and H&S regulations.

**Key Areas of Responsibility:**

- Organisation & Business Development
- General Administration
- Financial Management
- Human Resources Management
- Premises Management
- Health & Safety

**Organisation**

- Work within the Senior Leadership Team (SLT) to ensure the planning, development, design, organisation and monitoring of support service and ensure whole school systems, procedures, and policies are properly undertaken.
- Establish effective links across the school and collaborate with partners to identify and secure external/new funding sources.
- Contribute to the development and implementation of the overall ethos and aims of the school.
- Participate in training/development and other learning activities and performance development as required.
- Be responsible for devising marketing and promotion strategies for the school, for example, the production of the school prospectus and promotional material.

**Administration**

- Determine the need and arrange for the provision, analysis and evaluation of data and detailed reports or information as required.
- Be responsible for the design and implementation of effective administrative procedures.
- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g., DfE

### **Financial Management**

- Be responsible for planning, monitoring and evaluation of budget, including school bank accounts/funds, employee costs and petty cash. Delegating these functions where appropriate.
- Ensure effective link between the school financial plan and the school improvement plan – in line with SFVS and sustainable school improvement.
- Provide routine and ad-hoc financial reports for the Headteacher and governors detailing budget position and expected outturn.
- Support the Headteacher to present financial information to governors, and attend meetings to present information where appropriate.
- Identify the need for, select and manage resources, including management of resource budget.
- Be responsible for the management of relevant areas of expenditure from the school budget and private school fund.
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations, fair funding scheme, LA procedures and audit requirements.
- Manage procurement of services and organise Service Level Agreements.
- To ensure that all financial returns for the DfE/LA and other relevant agencies are prepared and in place.
- Be responsible for securing all brokered and non-brokered services in accordance with school's Best Value with Headteacher and Governors.
- Identify the need, and be responsible, for securing appropriate licences and insurance.
- Monitor school inventories or resources and ensure appropriately managed.

### **Human Resources Management**

- Be responsible for the line management and appropriate deployment of administration/premises staff in response to the school's needs.
- Undertake staff performance management reviews of managed staff.
- Assist the Headteacher in the implementation of policies, procedures and guidance.
- Support with the management of HR issues, including managing absence, change management, and reviewing policy and procedure
- Be aware of and support difference and ensure equal opportunities for all.
- Develop constructive relationships and communicate effectively with other agencies, professionals, and all stakeholders

### **Premises Management**

- Under the direction of the Headteacher have responsibility for the school site and buildings.
- In conjunction with the Caretaker and Office Personnel provide effective liaison with external contractors/tendered services on site.
- Promote energy conservation and environmentally friendly solutions to premises issues.
- Agree with the Headteacher the priorities for the school for expanding devolved capital.
- Work with LA and Diocesan Officers to oversee building projects.
- Ensure that named first aiders and fire wardens are effectively trained and deployed, by the Admin Team
- Be responsible for the management of facilities including use of premises by third parties.

- In co-operation with LA H&S Officer and other external agencies ensure the installation and maintenance of equipment for protection against, and escape from fire.

### **Health & Safety**

- Under the direction of the Headteacher ensure compliance and review of policies and procedures relating to health, safety and security, confidentiality and data protection, actioning all appropriate reporting requirements where necessary.
- In liaison with the Caretaker ensure that all records/files are maintained and up to date including risk assessments, policies, procedures etc. in line with LA H&S audit requirements.
- Ensure all accident and emergency procedures are regularly reviewed and complete accident returns/reports where appropriate.
- Represent the Headteacher at meetings with the LA H&S Officer where appropriate.

### **Other Duties and Responsibilities**

- Represent the school at relevant meetings with the LA i.e. Bursars meetings etc.
- Take a personal responsibility for own continuing professional development (CPD)
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all and actively seek to eliminate discriminatory practises/behaviour
- Contribute to overall ethos and aims of the school.
- Appreciate and support the role of other professionals and colleagues
- Provide general advice and guidance to staff, pupils, parent, and other stakeholders
- Establish constructive relationships and communicate with other agencies and professionals
- Undertake any other duties and responsibilities as may be determined by the Headteacher commensurate with the grade for the post.