**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

**Title: SCHOOL BUSINESS MANAGER Grade: PO1**

**School: St Mary’s Lewisham CE Primary School**

**Reports to: Headteacher**

# Job Purpose:

# Responsible for the strategic leadership, management and development of efficient financial, personnel and support services for the School, including:

# Budget planning, monitoring and financial control

# Contract compliance and leasing

# Personnel records, appointments and payroll

# Managing the School offices and reception areas

# Administrative ICT and communication systems

# Managing and coordinating site services and catering

# Grant applications and fundraising

# Key Accountabilities

All members of the School Leadership Team are expected to contribute to the following processes:

* Raising student achievement
* Strategic planning
* Standards monitoring, performance tracking and intervention
* Personnel leadership/management
* Effective deployment of resources
* Administration
* Promotion of the School
* Celebrating success

# Strategic Leadership and Management

# Take a strategic view of the development of all support systems for the School, consulting with staff and Governors, and taking responsibility for initiating and delivering improvements.

# Participate as a full member of the Senior Leadership Team (SLT), leading in the area of support services and helping to resolve problems, promoting effective management and strategic leadership.

# To provide leadership and guidance for support staff, including direct line management responsibility where appropriate.

# To be responsible for all matters within the management of the School which are supportive to, but do not involve, the teaching function.

# Financial Management

* To advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and responsible for the development of a long-term financial strategy for the future development of the School.
* Working with the Finance team, prepare for approval by the Headteacher and Governors the annual estimates of income and expenditure.
* To obtain agreements of budgets and to monitor accounts against budgets.
* To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
* To be responsible for the management of the School accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures in line with best practice and regular review.
* Remain up to date with regard to financial regulations and arrangements and advise the Headteacher and Governors of all relevant changes.
* To be responsible for the procurement processes, policies and activities within the School and ensuring these meet the relevant standards.
* Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers.
* To oversee income generation including lease and letting arrangements.
* To oversee School insurance arrangements.

# Personnel

# To be responsible for payroll for all School staff

* To be responsible for general personnel matters. For the clearance of new staff – medical checks, safeguarding (including the Single Central Register) and to issue contracts of employment.
* To advise Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To maintain confidential staff records and to ensure that staff records held in the School by others are kept confidential.
* To be responsible for all staff contracts and coordinate the administration for teacher recruitment ensuring effective and highly professional processes at all times.
* Ensure effective line management, performance management and professional development for all non-teaching staff.

# Support Services

* To oversee the maintenance of the School’s site and buildings, and the efficient operation of all facilities on the property, including ICT.
* To oversee the sustainable and environmentally conscious management of School resources, including procurement and facilities management.
* To oversee the management of health and safety, risk management, business continuity, and staff wellbeing.
* Lead a culture of continuous improvement across the School’s administration, working to improve efficiency and effectiveness in all aspects of the School support services.

This Job Description sets out the duties of the post at the time it was drawn up. The Headteacher may vary duties from time to time without changing their general character or the level of responsibility entailed.

**The law requires this position to have an *enhanced*** Disclosure and Barring check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.