



## JOB DESCRIPTION

### School Business Manager - The Minster School

#### Salary and Hours

**Salary:** Band C Point 33 – 38 £42,708 - £47,754

**Hours:** 37 hours per week – Year Round

**Responsible to:** Head Teacher

**Responsible for:** Support staff

#### Job Purpose

To provide day-to-day support and take a leading role in the school regarding finance, HR, premises, and health and safety. Acting as direct line manager for a number of administrative and finance staff. Supporting the leadership team with strategic decision making. To work alongside the Trust staff to ensure compliance with Trust requirements and to meet Trust reporting deadlines.

To act as the Data Protection Officer for the school.

#### Duties and responsibilities

##### Financial Resources Management

- Work in liaison with Governors, Head Teacher and members of the Trust Team in the setting of the annual budget, monitoring throughout the year and reporting variances.
- Manage the school finance team to ensure compliance with all financial requirements as set out by the Trust and the Academies Financial Handbook and statutory guidelines.
- Maintain the computerised finance system.
- Provide a range of budgetary and financial information, as required, to the Trust, the management team, auditors and curriculum team leaders.
- Support in the oversight of all elements of income and expenditure for the school, including the recovery of debts, insurance claims, trip income and expenditure, lettings income, petty cash and the maximising of income sources.
- Lead the development of lettings of the school premises, creating strong relationships with the local community.
- Assist, supervise and train other staff in the operation of the school's financial systems.
- Ensure the timely banking of cash and cheques, as necessary.
- Support the Trust team as required with relevant tendering processes with external service contracts.



- Oversee the maths hub budget, supporting its financial management as required.
- Monitor and ensure the recovery of outstanding debtors.
- Oversee the input of all payroll adjustments within the designated timeframe.
- Obtain quotes for purchases and establishing best value for money, working within the financial guidelines.

## Health & Safety

- Under the guidance of the Trust, manage school Health & Safety policy, practice and evaluation.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which teaching & learning can proceed effectively.
- Oversee the maintenance of the compliance database, ensuring that all statutory checks happen on time and relevant reports are received and remedial action taken when necessary.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Trust, Senior Leadership Team, and Governors and where appropriate the Health & Safety Executive.
- Ensure that all Incidents and Accidents are recorded and that a 'Post Incident/Accident Risk Assessment' is undertaken and serious incidents are reported to the Trust.
- Ensure that essential Health & Safety training is provided for staff and maintain records accordingly.
- Maintain the register of First Aid trained staff and ensure appropriate training is in place.

## Facilities Management

- Work with the Trust to develop and implement a premises development plan – short, medium and long term.
- Support in directing the Premises Team, ensuring high standards of maintenance and repair of the school is carried out and progress monitored and relevant issues recorded on the compliance database.
- Support in any builds or alterations, including following statutory guidelines, liaising with planning or building control as necessary.
- Ensure the effectiveness of the ICT, Building Management & CCTV systems
- Ensure the continuing availability of utilities, site services and equipment.
- Support with monitoring, assessing and reviewing contractual obligations for outsourced school services.



- Ensure that any necessary licences and permissions are in place, up to date and relevant.
- Ensure that users of the school building (lettings) have met all the legal and regulatory requirements.
- Support in ensuring that school transport requirements are met efficiently and effectively, with a view to cost and safety, including the after school bus service.
- Support the trust regarding any legal actions relating to the facilities, grounds or buildings.
- Responsible for the maintenance of the school assets system.

## Human Resource Management

- Ensure that the Trust are informed, as necessary, of any HR matters arising.
- Support in all school matters relating to remuneration and payroll, including the monthly reconciliation of salaries, pensions and national insurance contributions.
- Support HR processes as an investigating officer when appropriate.

## Data Protection

- To act as the Data Protection Officer for the school, informing relevant parties of concerns/data breaches.
- To respond to any Subject Access Requests or Freedom of Information requests in a timely and effective manner.

## Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Be aware of and comply with policies and procedures relating to health & safety, security and confidentiality, reporting all concerns to an appropriate person.

## Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To participate in induction training, staff review processes and professional development opportunities.
- To liaise with parents, as appropriate, to respond to queries, requests and concerns.
- To undertake professional duties that may be reasonably assigned by the Chief Executive Officer/Chief Operating Officer/ Head Teacher.
- To actively uphold the Equal Opportunities policy of the Governing Body, as reflected in the work of the School.



## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_

*Job Description – June 2025*