



# St Joseph's Primary School

## A Catholic Voluntary Academy

### School Manager Job Description

DIOCESE OF HALLAM	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	St Joseph's Primary School – A Catholic Voluntary Academy
POST TITLE	School Manager
GRADE	6 (£28,900 to £32,909 pro rata)
RESPONSIBLE TO	Head Teacher
RESPONSIBLE FOR	Support Staff as appropriate
HOLIDAY AND SICKNESS COVER	Admin/Premises Staff as appropriate
PURPOSE OF JOB	Planning, developing, delivering and evaluating financial and administrative services within the school.
RELEVANT QUALIFICATIONS	NVQ4 or equivalent qualification Experience in relevant discipline Excellent numeracy skills Excellent literacy skills

## Job Description for the post of School Manager Specific Duties and Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of School and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

### Key duties:

1. Be responsible for business and financial management of school resources including budget preparation;
2. Manage the school's administrative function through planning, developing, designing and monitoring administrative systems and procedures;
3. Manage support staff;
4. Assist the Headteacher and Governing Body with income generation activities and in promoting and marketing the school;
5. Arrange provision, analysis and evaluation of data and detailed reports and information to the Senior Leadership Team, the Governing Body and outside agencies;
6. Manage the administration of human resources;
7. Manage the procurement process, including securing appropriate service contracts, licences and insurance;
8. Liaise with other staff, pupils, parents/carers and external agencies;
9. Maintain confidentiality and adhere to safeguarding procedures.
10. Management of facilities, including premises, letting and liaising with external contractors.
11. Prepare and submit bids for funding from outside agencies under the direction of the Head Teacher
12. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school
13. Contribute to and develop strategic policies and initiatives
14. Make budgetary or policy decisions/recommendations with implications for the whole of the school

Indicative knowledge and experience:

- Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities, such as finance, procurement, administration, staff and premises management;
- Significant experience in administrative / finance roles;
- National qualifications level 4 or relevant extensive work experience;
- Willing to work towards the Certificate of School Business Management (CSBM); or Diploma of School Business Management (DSBM) or equivalent continuing professional development.
- Great interpersonal communication skills;
- Proven skills for the management of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; dealing with sensitive issues
- Resolve complex issues, situations and problems which do not always have prescribed solutions
- Skills for whole school planning, budget planning, development of administrative & financial procedures

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Our School is a (single) Catholic Voluntary Academy in the Diocese of Hallam. The Diocese of Hallam has recently formed two Multi Academy Trusts – We have been invited to join St Clare's Catholic Multi Academy Trust. After consultation, we have deferred this decision until the M.A.T. is well established. We continue to work closely with all the schools in our Diocese