



St. Thomas of Canterbury Church of England Infant & Junior Schools

Sawyers Hall Lane, Brentwood, CM15 9BX

01277 223606

admin@stthomasinf.essex.sch.uk



Business Manager Job Description

Job Title	Business Manager
Grade	Scale 10/11 for the right candidate
Reports to	Headteachers and Chairs of Governors of both Saint Thomas of Canterbury Church of England Infant School and Saint Thomas of Canterbury Church of England Junior School
Liaison with	Headteacher, Governors, Deputy Head, all Staff, Diocesan and LA Staff, External Agencies, Visitors
Job Purpose	<ul style="list-style-type: none">• To assist with the strategic planning aspects including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available• To be responsible for the disciplines of Finance, Personnel Management, Facilities Management, Administration, all general training and development of staff, and all matters within the management of the school which are supportive to, but do not involve, the teaching function• To deputise for the Headteacher as required in relevant fields of expertise• To be responsible for / effect 'Risk Management', for example to Health and Safety and in the management of any third party service contracts• To act as a 'bridge' to facilitate closer working relationships between teaching and support staff
Duties: Finance	<ul style="list-style-type: none">• To be responsible for all matters relating to the administration of the school's finances and to ensure such matters are handled in accordance with the financial regulations. This includes day to day financial tasks such as managements of bank accounts, VAT accounting, cash handling, public and private funds

	<ul style="list-style-type: none"> • To prepare the annual budget in consultation with the Headteacher for approval by the Governing Body • To monitor the actual budget against expenditure and give notice to the Headteacher and governors of any significant variations • To provide finance reports to the Headteacher and to appropriate governors' meetings throughout the year • Monitoring of payments of salaries by our payroll provider ensuring that the required returns are completed to deadlines e.g. superannuation, taxation and NI • To carry out monthly bank reconciliation and payroll returns • To complete the annual returns required by the outside agencies • To be responsible for seeking professional advice on insurance and advising the Governing Body and the Headteacher on appropriate insurance for the school. Implementing the approved insurance and handling any claims that arise • To be responsible for preparation of bids in respect of grant applications • To prepare and submit financial returns including the final accounts as required by the LA/DfE • To prepare all the documentation necessary for the annual SFVS return (including the Internal Controls Evaluation) and the LA audit process • To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both LA and the school are observed • Monitoring the quality of goods and services including the school's catering operations, seeking out new suppliers and organising tendering processes in accordance with financial regulation to ensure that the school receives value for money • Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets • To maintain register for both assets and contracts held
Personnel Management	<ul style="list-style-type: none"> • To provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, premises and maintenance, ground staff, cleaners and caterers • To be responsible for general personnel matters: in particular to issue contracts of employment. To give advice to governors on assessment of salaries, expenses, sickness and maternity/paternity procedures, redundancy and other matters of dismissal. To attend at Employment tribunals as necessary. To maintain confidential staff records and to ensure that they are held in a secure, confidential manner • To be responsible for professional development, appraisal and

	<p>training of all support staff including satisfactory monitoring and reporting of probationary periods</p> <ul style="list-style-type: none"> • To be responsible for all staff contracts and to co-ordinate the administration for support staff recruitment • To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in the school • To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation • To act as the school's Health and Safety Co-ordinator and Fire Officer
Premises Management	<ul style="list-style-type: none"> • To be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, energy conservation etc • To oversee cleaning in liaison with the Caretaker • In co-operation with the fire service or accredited agencies to be responsible for the installation and maintenance of equipment for protection against and escape from fire. To monitor the records of regular fire practices and alarm tests in consultation with the Headteacher. To ensure emergency procedures are current and timely • To be responsible for the security of the school site and to be a designated keyholder • To be responsible for the management of the upkeep of playing fields, gardens, all weather surfaces, playgrounds and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way • To be responsible for the management of the purchase, repair and maintain all furniture and fittings • To manage the school's responsibilities in the areas of legionella and asbestos control and keep appropriate records/schedules • To conduct regular reviews of the site in order to identify the main health and safety issue specific to the school and how they relate to students, staff, visitors and contractors • To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment • To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the Diocesan School Buildings and Organisation Officer • To know about risk assessment tools and how to use them to

	<p>establish hazards within the school and the associated risk involved</p> <ul style="list-style-type: none"> • To ensure the maintenance of the incident management guidelines and business continuity plan and operate the elements linked to the resource management responsibility • To assist with all health and safety matters relating to school trips and visits in liaison with the Educational Visits Co-ordinator
Whole School Administration	<ul style="list-style-type: none"> • To manage administrative function including school reception, reprographics, records and telephones • To be responsible for the systems and general management of the school's administrative and financial computer network and the implementation of appropriate MIS systems • To be responsible for delegated aspects of the school's GDPR procedures and management administration including liaison with the DPO • To co-ordinate planning for effective and efficient provision of IT resources at the school including hardware/software • To act as correspondent for the DfE and to be responsible for the records and returns required • To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance timelines
General	<ul style="list-style-type: none"> • To attend all full Governing Body meetings and appropriate sub-committee meetings including Finance and Premises and Personnel • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade