

## Job Description

<b>Job Title</b>	School Business Manager (Primary) (2)
<b>Grade</b>	2020 Scale 7 (2019 Band 4)
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	School Staff
<b>Job Purpose</b>	<p>To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the other members of the Senior Management Team and Governors</p> <p>To co-ordinate, with the caretaker, the maintenance schedules, the efficient operation of all facilities on the property.</p> <p>To advise the other members of the Senior Management Team on all non-teaching matters so as to contribute to the successful and effective operation of the school</p>
<b>Duties</b> <b>Key Tasks</b>  <b>Financial</b>  <b>Premises</b>	<ul style="list-style-type: none"> <li>To function as a member of the Senior Management Team, ensuring that the decision making is part of a shared process</li> <li>To attend Governors Finance/Premises and Personnel Committee meetings, advising Governors where appropriate</li> <li>Promoting the school within the community</li> </ul> <ul style="list-style-type: none"> <li>To monitor all accounting procedures and resolve any problems, including: The ordering, processing and payment for all goods and services provided to the school. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Maintaining and inventory and preparation of invoices and collection of fees and other dues</li> <li>To be responsible for liaising with the LEA for the provision of a comprehensive payroll service for all school staff</li> <li>To prepare financial returns for the DCSF, LEA and other central and local government agencies within statutory deadlines</li> <li>To prepare, for approval by the Governors, annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To produce regular reports for budget holders and report on the financial state of the school to Governors</li> <li>To be responsible for seeking professional advice on insurance and advising the other members of the Senior Management Team on appropriate insurances for the school, and handling any claims that arise</li> </ul> <ul style="list-style-type: none"> <li>To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property</li> <li>To co-ordinate the upkeep of playing fields. To ensure the maintenance of the boundaries</li> <li>To be responsible for the letting of the school premises to outside agencies with particular reference to the local community</li> <li>To co-ordinate the purchase, repair and maintenance of all</li> </ul>

<p><b>Catering</b></p> <p><b>Personnel</b></p> <p><b>GDPR</b></p> <p><b>Administration</b></p>	<p>furniture and fittings</p> <ul style="list-style-type: none"> <li>• To manage and monitor contracts, tenders and agreements for the provision of support services</li> <li>• To manage the Catering facility budget, including preparing and monitoring budget, preparing monthly and year end trading accounts and general administration of school meals</li> <li>• To be responsible for personnel matters relating to all staff, for the clearance for new staff – medical, child protection and to arrange the issue of contracts of employment.</li> <li>• To be responsible for the single Central Record, ensuring that the information is accurate and up to date and complies with current statutory guidance.</li> <li>• To maintain confidential staff records</li> <li>• To line manage administrative staff and Caretaker</li> <li>• To co-ordinate and assist in the recruitment of all staff</li> <li>• To be responsible for the professional development, appraisal and training of all administrative and Caretaking staff</li> <li>• To act as Data Processor ensuring all collected data is GDPR compliant</li> <li>• To manage the administrative function, including school reception, reprographics and records</li> <li>• To provide for the preparation and production of all school's correspondence, records, policies and publications</li> <li>• To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness</li> <li>• To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing. Acting as System Manager for the administrative computer network</li> <li>• To handle all other matters relating to the administrative nature which may arise</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting</li> </ul>

	<p>the welfare of children and young people and expects all staff and volunteers to share in this commitment</p> <ul style="list-style-type: none"><li>• 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.</li></ul>
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**PERSON SPECIFICATION**  
**School Business Manager (Primary)**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
<b>Communication</b>	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information

<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others