

Job Description St. Margaret's Church of England Primary School Business Manager

Job Title	School Business Manager/PA (Primary) (2)
Grade	2020 Scale 7 (2019 Band 4)
Reports to	Headteacher
Liaison with	School Staff
Job Purpose	<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 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>
Duties Key Tasks Financial Personnel	<ul style="list-style-type: none"> • To function as a member of the Senior Management Team, ensuring that the decision making is part of a shared process • To attend Governors Finance/Premises and Personnel Committee meetings, advising Governors where appropriate • Promoting the school within the community <ul style="list-style-type: none"> • 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 • To be responsible for liaising with the LEA for the provision of a comprehensive payroll service for all school staff • To prepare financial returns for the DCSF, LEA and other central and local government agencies within statutory deadlines • 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 • 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 <ul style="list-style-type: none"> • 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. • To be responsible for the single Central Record, ensuring that the information is accurate and up to date and complies with current statutory guidance. • To maintain confidential staff records • To line manage administrative staff, Catering Manager, lunchtime supervisor and Caretaker

<p>Administration</p>	<ul style="list-style-type: none"> • To co-ordinate and assist in the recruitment of all staff • To be responsible for the professional development, appraisal and training of all administrative, Catering, Midday and Caretaking staff • To manage the administrative function, including school reception, reprographics and records • To provide for the preparation and production of all school's correspondence, records, policies and publications • To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness • 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 • To handle all other matters relating to the administrative nature which may arise • To act as the personal and confidential Personal Assistant to the Headteacher. Dealing with correspondence, attending meetings etc, on behalf of the Headteacher
<p>Headteachers Personal Assistant</p>	
<p>General</p>	<ul style="list-style-type: none"> • 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.