



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



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## **Business Manager Job Description**

<b>Job Title</b>	<b>Business Manager</b>
<b>Grade</b>	<b>Scale 9 – 11 for the right candidate</b>
<b>Reports to</b>	<b>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</b>
<b>Liaison with</b>	Headteacher, Governors, Deputy Head, all Staff, Diocesan and LA Staff, External Agencies, Visitors
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• 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</li><li>• To be responsible for the disciplines of Finance, Personnel Management, and Administration</li><li>• To liaise with outside consultants for Premises Management</li><li>• To deputise for the Headteacher as required in relevant fields of expertise</li><li>• To act as a 'bridge' to facilitate closer working relationships between teaching and support staff</li></ul>
<b>Duties Finance</b>	<ul style="list-style-type: none"><li>• 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</li><li>• To prepare the annual budget in consultation with the Headteacher for approval by the Governing Body</li><li>• To monitor the actual budget against expenditure and give notice to the Headteacher and governors of any significant variations</li></ul>

	<ul style="list-style-type: none"> <li>• To provide finance reports to the Headteacher and to appropriate governors' meetings throughout the year</li> <li>• Monitoring of payments of salaries by our payroll provider ensuring that the required returns are completed to deadlines e.g. superannuation, taxation and NI</li> <li>• To carry out monthly bank reconciliation and payroll returns</li> <li>• To complete the annual returns required by the outside agencies</li> <li>• 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</li> <li>• To be responsible for preparation of bids in respect of grant applications</li> <li>• To prepare and submit financial returns including the final accounts as required by the LA/DfE</li> <li>• To prepare all the documentation necessary for the annual SFVS return (including the Internal Controls Evaluation) and the LA audit process</li> <li>• 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</li> <li>• 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</li> <li>• Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets</li> <li>• To maintain register for both assets and contracts held</li> </ul>
<b>Personnel Management</b>	<ul style="list-style-type: none"> <li>• 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 maintain confidential staff records and to ensure that they are held in a secure, confidential manner</li> <li>• To be responsible for the professional development , appraisal and training of administrative and catering staff</li> <li>• To be responsible for all staff contracts and to co-ordinate the administration for staff recruitment.</li> </ul>
<b>Premises Management</b>	<ul style="list-style-type: none"> <li>• To liaise with building consultants with regard to 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,</li> </ul>

	<p>cooking, ventilation, energy conservation, fire regulations etc</p> <ul style="list-style-type: none"> <li>• To liaise with the Caretaker on site management issues</li> <li>• To be responsible for the security of the school site and to be a designated keyholder</li> <li>• To monitor the grounds maintenance contracts</li> <li>• To liaise with consultants in the areas of legionella and asbestos control and keep appropriate records/schedules</li> <li>• To monitor the school's safety compliance within the requirements of Health and Safety at Work Act and other legislation</li> <li>• To act as administrator for the Health &amp; Safety compliance software.</li> </ul>
<b>Whole School Administration</b>	<ul style="list-style-type: none"> <li>• To manage administrative function including school reception, reprographics, records and telephones</li> <li>• 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</li> <li>• To be responsible for delegated aspects of the school's GDPR procedures and management administration including liaison with the DPO</li> <li>• To liaise with the IT Consultant for effective and efficient provision of IT resources at the school including hardware/software</li> <li>• To act as correspondent for the DfE and to be responsible for the records and returns required</li> <li>• To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance timelines</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To attend all full Governing Body meetings and appropriate sub-committee meetings including Finance and Premises and Personnel</li> <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 the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <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>