

St. Chad's Catholic Primary School Job Description

Post:	School Business Manager
Grade:	Grade 12 SCP 36-38
Line Manager:	Headteacher
Responsible for:	The day to day management of Administrative Staff, Site Manager, Cleaning & Kitchen Staff, and communicating all matters with the Headteacher

Main Purpose

- Responsible to the Headteacher and Board of Directors for the efficient running of the school's financial, administration, human resources and facilities management, business and support services.
- To ensure that a healthy and safe environment is maintained within the school to the standards expected by the Board of Directors and LA.
- Attend Senior Leadership Team meetings when required to provide an overview of key issues relating to financial, administration, premises, business and support service matters, including identifying priorities and contributing to strategic planning in line with the ethos of the school.

Main Responsibilities

Strategic Role

1. Attend full Board of Directors and appropriate Directors' sub-committee meetings where required. Assist with strategic planning aspects over current year and three to five year periods, where financial implications occur, in order for the school to make the best possible use of resources available.
2. To keep abreast and advise on current government and Academies' financial policy where it has implications for the school.
3. To identify, explore and secure external funding for the school whilst reporting to the Headteacher and Directors, attending Leadership Team and Board of Directors meetings where appropriate.
4. To assist and develop, drafting and recommendation of all policies within the remit of the role for approval by the Board of Directors.
5. In collaboration with the Headteacher and Board of Directors, develop effective operations across the school in finance, HR, administration, facilities and ICT.
6. Ensuring that St. Chad's meets its non-teaching legal and statutory responsibilities through advice, direction and support to the Headteacher and the Board of Directors.
7. Work with the Leadership Team to ensure that revenue and capital funding, equipment and resources are managed efficiently and cost-effectively in support of education and organisational objectives.
8. Work with the Leadership Team to ensure the development and continuous improvement of non-teaching staff through consistent and regular supervision,

identifying training needs and managing performance, making links to the whole school development plan.

9. To continually enhance the reputation of the school within the Borough and beyond by building good networks of support and developing effective relationships.

General Management & Administration

1. In collaboration with the Headteacher, manage the whole school administrative function.
2. Ensuring that the school's policy for safeguarding is applied (overseeing the admittance of visitors)
3. Meet with Head/Deputy on a regular basis to identify key events and responsibilities.
4. Support the Headteacher with correspondence, policy documents and publications as required.
5. To be responsible in part for the line management and professional development of the administrative staff and Site Manager and oversee members of the support staff.
6. Ensuring that computerised Management Information Systems and records are maintained and kept up to date, and that these are developed commensurate with the needs of the school.
7. Keep abreast of administrative systems that deliver outcomes based on the changing needs of the school and information SLT where necessary.
8. Define responsibilities, information and support for staff and other stakeholders.
9. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
10. In collaboration with the Headteacher and Governors, manage a schedule of review for policies – statutory and recommended.
11. Prepare information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines.

Personnel & Human Resources Management

1. Liaise with the Headteacher to ensure the effective recruitment and appointment of staff, arrange advertisement, provide recruitment pack, arrange and take part in interviews when applicable.
2. Liaise with the administrative staff to ensure procedures are in place to meet regulations in relation to all personnel matters.
3. To oversee the maintenance of confidential staff records including all matters relating to staff appointments, resignations and changes in positions.
4. Ensure the Single Central Record is up-to-date and held in line with the latest LA and Ofsted advice.
5. Liaise with the Senior Admin Officer and Admin Assistant to ensure all areas of payroll and contracts are met effectively.
6. In collaboration with the Headteacher, manage and deal with all payroll queries.
7. Liaise with Senior Admin Officer (SAO) to ensure monitoring and recording of staff absences.
8. In consultation with the Headteacher co-ordinate supply cover in the event of staff absences.
9. To actively pursue continual professional development.

Finance Resource Management

1. In collaboration with the Headteacher and Governors, ensure that all financial procedures are carried out in line with current regulations.
2. To be responsible for planning aspects, including all financial implications, and ensuring the school makes best possible use of the resources available, reporting findings to the Headteacher & Board of Directors.
3. Monitoring school journey and any external grants.
4. To ensure all financial returns are made in a timely manner.
5. To discuss, negotiate and agree the final budget with the Headteacher and Board of Directors.
6. Use the agreed budget to actively monitor performance to achieve value for money.
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
8. Provide ongoing budgetary information to relevant people.
9. In collaboration with the Headteacher and Directors, ensure adequate accounting systems are in place and operated, including the payment of invoices.
10. Ensure efficient arrangements are in place for the collection and banking of monies.
11. Advise the Headteacher and Directors if any fraudulent activities are suspected or uncovered.
12. Alongside the Headteacher and Board of Directors, identify additional finance required to fund the school's proposed activities.
13. Under instruction from the Headteacher, present timely and fully costed proposals, recommendations or bids.
14. Ensure effective monitoring systems of income and expenditure are operated.
15. To liaise, manage and monitor contracts, tenders and agreements for provision of support services.
16. In collaboration with the Headteacher review annual Service Level Agreements offered by the LA and consultants to achieve best value for money.
17. Liaise with the auditors and assist in the end of financial year returns to Companies House.

Premises

1. Liaise with the Site Manager to ensure that the security of the site is maintained at all times and to make recommendations for improvement as necessary.
2. In collaboration with the Headteacher and Board of Directors, oversee the facilities and estate functions of the school to ensure that:-
 - a. All sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and safeguarding.
 - b. All site management maintenance are fulfilled to the agreed quality standards by staff and contractors
3. To assist in negotiations with all potential and existing suppliers to ensure the school the best value for all goods, services and works procured.
4. To identify, research and recommend contractors to the Board of Directors in consultation with the Headteacher and Site Manager.

Communication and ICT

1. Develop a sustainable, cost-effective ICT plan with the Headteacher
2. Consult with relevant people and other parties to introduce new technology or improve existing technology in the school.
3. Ensure ICT plans are implemented within agreed budget, timescales and specifications
4. Ensure appropriate procedures are in place to enable the effective commissioning, procurement and management of external resources and services required for ICT.
5. Enable staff to receive required information on ICT.
6. To oversee the periodical review of all communication systems, admin ICT, fax, photocopier and reprographic equipment, ensuring they adequately meet the needs of the school.
7. Keep updated information on the relevant policies including Data Protection for use of technology across the school.

Safeguarding

- The post holder be fully aware of and understand the duties and responsibilities with regards to safeguarding children and young people as this applies to the role within the school.
- To ensure that the Headteacher is made aware and kept fully informed of any updates to the current safeguarding legislation.
- Ensure the Headteacher is made aware of any concern which the SBM may have in relation to safeguarding/child protection.

The above duties are neither exclusive nor exhaustive, and the School Business Manager may be required by the Headteacher to carry out other appropriate duties within their competence.

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The areas of responsibility in the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and the consultation with the post holder and Board of Directors.