



St. Joseph's Catholic Primary School

Holloway Hill, Malmesbury, Wiltshire, SN16 9BB
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Job Description

Post title: School Business Manager

Pay Range: TBA

Line Manager: Headteacher

Supervisory Responsibilities: Administrative & Catering Staff, MDSA's

Main Purpose of the Role

1. To contribute to the overall organisation, management and direction of the school.
2. To maintain oversight of designated areas of whole school organisation and development and to take responsibility for a range of specific duties and tasks, as outlined below.
3. To share responsibility, with the Headteacher and the School Leadership Team, for monitoring and evaluating school progress against the stated objectives and targets in the School Development Plan in specific areas and for taking any additional actions as may be agreed to be necessary.
4. To be responsible for all aspects of finance, premises, personnel and data administration across the school, and to delegate such tasks as are appropriate to be delegated to members of the school's administration team.

Financial Management

1. To prepare an annual budget, in liaison with the Headteacher, to be submitted to the Governing Board and to provide specific expertise and advice in long-term financial management.
2. To advise and/or recommend specific actions as may be required from time to time in order to maintain the budget targets as set and agreed on an annual basis with the Governing Body, and to notify the headteacher and the chair of the Resources Committee where significant and/or sustained deviations are likely to occur.
3. To ensure the school has appropriate financial systems, managing all aspects of the school's finances (including the School Fund) and to be responsible for the effective

management of these systems and administration, ensuring compliance with Financial Regulations.

4. To be responsible for a record keeping system that enables accurate analysis of the school budget as required, and to prepare and present financial statements and reports in accordance with requirements, including clear and informative presentations to the Governing Board, committees, and the School Leadership Team.
5. To advise school budget holders and ensure that budgets are monitored and managed effectively and that all year end reports are prepared and reported as required.
6. To implement and monitor procedures for the safe collection, correct handling, recording and banking of cash and related tasks in accordance with financial regulations.
7. To order and process invoices as required and in accordance with internal financial procedures.
8. To ensure that quotations for the supply of goods and services to the school are obtained; that prices are negotiated with suppliers and contractors as required; and that goods and services are ordered, received and paid for in accordance with the Schools Financial Value Standard (SFVS).
9. To ensure that the school holds appropriate insurance cover and other licences as may be required.
10. To identify and pursue sources of funding, sponsorship and grants. To write bids for funding as required by outside bodies.
11. To initiate and manage audit procedures to comply with all audit requirements.
12. To use benchmarking to evaluate relative spending trends, inform the Headteacher of causes of significant variance or unforeseen developments including suspected fraudulent activity.
13. To prepare appraisals for particular projects and the development of long-term initiatives for the school.
14. To attend Governing Board Resources Committee meetings, to maintain the minutes where requested and to advise the chair of the Resources Committee on standing items for the agenda.
15. To attend meetings of the full Governing Board relating to budget setting or other key functions of the business manager role.
16. To oversee the school's payroll arrangements, ensuring accurate and efficient processes are in place.
17. To write bids for funding as required by outside bodies.
18. To ensure that the school complies with the Schools Financial Value Standard (SFVS) Administration and Management of Information Systems across the school

Specific responsibilities include:

1. To line manage the administrative staff to ensure the efficient and effective running of the school office and its functions and to performance manage administrative staff, where required.
2. To liaise with IT contractors to coordinate planning for the effective provision of ICT resources at the school including hardware, software, the web site, learning platform, reprographics and telephone system.
3. To lead and/or manage the introduction of such IT software as may be necessary in order to streamline the school's systems and processes, e.g. Parent Pay, or similar, and to source and/or manage the training of administrative staff on the use of such systems.
4. To ensure all necessary statistical returns to the DfE, the LA, Clifton Diocese and any other relevant bodies are carried out.
5. To ensure the inventory of equipment is maintained and that processes are in place to add/remove items, involving governors where required.
6. To ensure the efficient operation of the information management system including the pupil progress tracking system.

Personnel Management

1. To be responsible for the administration of personnel matters, including appointments, contracts of employment, DBS and medical checks, conditions of service, and discipline and grievance matters, making recommendations as necessary to the Headteacher and Governing Board, and to participate in the recruitment of support staff.
2. To maintain and upkeep staff confidential records.
3. To ensure the DBS central record is kept up to date.
4. To be responsible for administrative staff, catering staff, the caretaker and cleaning staff.
5. To provide effective means to develop skills, effective systems of appointment , induction and performance review and for making recommendations to the Headteacher on the effective use of support resources.
6. To manage Staff Attendance and Leave to ensure a continuous service throughout the year.
7. To ensure all relevant personnel policies, legal and regulatory procedures are in place and adhered to.

Site Management

1. To be responsible for all aspects of licensing, premises, project and Asset Management.
2. To consult with the Headteacher and the Diocesan Surveyor, ensuring that an appropriate programme of capital improvements, of planned maintenance and decoration, and of security and cleaning is in place and is being carried out.
3. To oversee premises related projects, ensuring that all necessary paperwork is completed, and permissions granted.
4. To liaise with the contracted buildings management company and outside contractors as necessary.
5. To ensure arrangements are in place for a high quality/value for money grounds maintenance service.
6. To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering.
7. To be responsible for the school kitchens, including, cleaning and maintenance of equipment.
8. In liaison with the caretaker to ensure that arrangements are in place with regard to the security of the building and out of hours/holiday key holder arrangements.
9. To be responsible for the emergency closure/evacuation policy and plan.

Health and Safety

1. To keep school Health and Safety policies under review and to ensure, in liaison with the Health & Safety Governor that all required procedures are in place and observed, including risk assessments and training records.
2. To report to governors on Health and Safety and advise all staff as appropriate.
3. To ensure school medical polices are in place and to ensure that required procedures are observed.
4. To ensure that catering arrangements meet food-related health and safety requirements.
5. In liaison with the caretaker and other office staff ensure that all required maintenance checks are carried out at the required intervals.
6. In liaison with the Headteacher and caretaker, plan, instigate and maintain records of fire practises and alarm tests.

Professional development

1. To take responsibility for one's own professional development in order to ensure continued effectiveness in the role.
2. To participate in the Performance Management arrangements of the school.
3. To identify training and development opportunities for subordinate staff in order to enhance the business effectiveness of the administrative team.

General responsibilities

1. To participate in Staff Training Days and other training opportunities as required.
2. To comply with all financial, safety, GDPR, data protection, IT software licensing, safeguarding, child protection and equal opportunity requirements and any other relevant guidelines.
3. To contribute to the School Development Plan.
4. To provide support as relevant to the Headteacher and to delegate such tasks to the administrative team, where necessary, so as to support the Headteacher in undertaking her duties
5. To undertake any other reasonable duties as may be agreed from time to time with the Headteacher.

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