



Post Title: SCHOOL BUSINESS MANAGER (PRIMARY/FIRST)

Reference: A5014

Grade: BB06

Responsible to: Headteacher

Responsible for: Support Staff as allocated

Job Purpose: Working with the Finance Partner to ensure efficient financial administration in accordance with Trust requirements; supporting the headteacher in whole school administration and estate management.

Contract term: Term time only

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Strategic Planning

- To assist the Headteacher in dealing with the effects and implications of government policies, legislation and support the development and implementation of associated administration systems and processes.

Finance

- To ensure compliance with the Trust's financial regulations and supporting headteacher with budget management processes.
- Maintain accurate accounting and financial control including undertaking all regular financial returns in line with Trust guidance e.g. purchase orders, invoice management, cash control and petty cash reconciliation, credit card returns, regular banking etc .
- To support with, and at times undertake, procurement exercises for school to help ensure value for money e.g. secure quotes, identify best value from suppliers, monitor contracts etc., in conjunction with the Headteacher and Trust guidance.
- To help identify and secure additional income including (but not limited to) grants, lettings, wrap around clubs, fundraising, sponsorship etc.



Human Resources

- Responsible for the recruitment, professional development, appraisal and training of all of support staff; provide daily supervision and guidance to staff including direct line management responsibility where appropriate.
- Manage and supervise support staff allocated, seeking professional HR advice where needed.
- Provide information to staff about the school/Trust's employment policies and procedures including providing advice, where required.
- Develop and maintain an accurate single central record and oversee all recruitment vetting checks as required.
- Programme cover for staff with planned/unplanned absences.
- At the direction of the Headteacher liaise with employee and payroll services regarding staff records and payments as necessary.

Estate Management

- Support the management, maintenance and security of the school site, buildings, furniture and fittings – including liaising with contractors and ensuring accurate and timely record keeping regarding health and safety compliance (in line with Trust guidance).
- Manage extended services provision and liaise with parents on non-teaching and learning matters.
- Manage the letting of the school premises to outside organisations, ensuring necessary checks are completed.
- Responsible for the arrangements for the school minibus including insurance, repairs and servicing requirements, driver records/assessment and internal booking system.

Whole School Administration

- Provide advice and guidance in relation to established internal policies and procedures concerning admissions, attendance, accident reporting, first aid, insurance etc and associated administrative procedures and systems.
- Prepare the school pupil and workforce censuses ensuring they are accurate and returned on time.



- Responsible for the effective administration regarding pupil meals e.g. parent payments, liaison with catering provider, free school meal records, maintaining appropriate records, preparing and processing any agreed holiday vouchers etc
- Support with the planning and administration of school trips (including coordination and completion of risk assessments, financial arrangements, bookings, communication with parents etc).
- Ensure the effective running of the main school reception and admin office, greeting and processing parents and visitors (whether in person, on the phone or by email) efficiently and professionally.
- Manage, maintain and reconcile student records in the school's management information system.
- Responsible for the effective administration of the school's parent communication systems e.g. creating/deleting accounts, answering any account queries from parents and employees, analysing financial information therein etc
- Manage the administrative function including the admin and ICT facilities, school reception, reprographics, SIMS systems, records and telephones.
- Manage and oversee lunch time supervision arrangements.
- Arrange and oversee ordering of supplies for the school, as required
- Provide a positive and helpful support service to parents, partners and the local community.

General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery.
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.