

# Job Description



<b>Post Title:</b>	<b>Business Manager</b>	<b>Grade:</b>	Bexley 09
<b>Department:</b>	Dulverton Primary School	<b>Post Holder:</b>	
<b>Responsible to:</b>	Head Teacher		
<b>Hours:</b>	36 hours per week, 42 weeks per year (3 weeks additional in holidays) 8.30 am – 4.30 pm daily (with 1 hour lunch break) plus additional hour weekly for staff meeting		
<b>Responsible for:</b>	School Office Staff		
<b>Functional links with:</b>	Parents, Governors, teaching staff, NHS professionals, contractors, and LA Staff		

## Main purpose of the job:

1. The Business Manager works with the Headteacher and SLT in order to enhance and support the administrative and premises functions required across the school.
2. The Business Manager is responsible for providing the professional leadership and management of school support in partnership with the Headteacher / SLT to improve standards of learning and achievement within the school.
3. The Business Manager demonstrates the highest standards of business ethos and awareness to ensure the most effective use of the school's resources
4. The Business Manager leads Facilities and Property Management and ensures compliance with Health and Safety legislation
5. The Business Manager ensures compliance with HR and safeguarding procedures. This includes recruitment and staffing procedures; maintaining effective parent / guardian liaison; external communication with agencies; co-ordination of school events and ensuring seamless and effective services throughout.
6. The Business Manager is a keyholder in the absence of the on-site site manager

## Major Duties and Responsibilities:

### Strategic Leadership

1. Attend SLT, Governors' Finance and General Purposes Committee meetings and other meetings as necessary in order to support decision making
2. Lead and manage all admin staff and the Site Manager including annual appraisal process
3. Provide appropriate information / advice to the Headteacher / Governing Body on the financial affairs of the school.

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### Admin Management / Human Resources

1. Manage the admin systems, functions and staffing to ensure the efficient running of the school / office
2. Provide confidential support for the Headteacher on all HR matters
3. Train and develop admin staff including regular reviews and performance appraisal
4. Responsible for monthly payroll processes including overtime submission, starters and leavers
5. Maintain confidential staffing records including absence management and absence reports for the Headteacher and Governors.
6. Ensure DBS checks for the school are carried out in line with current safeguarding procedures
7. Ensure the Single Central Register is maintained accurately and is up-to-date at all times
8. Use data analysis, evaluation and reporting systems to ensure procedures are streamlined to maximise efficiency and avoid duplication
9. Be responsible for ensuring the preparation of information for publications and returns to the DfE, LA, other agencies and stakeholders within statutory guidelines
10. Manage the recruitment process for all staff vacancies including job descriptions, adverts, applications and references and manage the administration process for successful candidates.

### Finance Management

1. Work with the Headteacher and EFS to produce an annual balanced budget for the school
2. Ensure FMS is maintained accurately and use it to produce reports in order to monitor and manage the budget. Provide advice and guidance to the Headteacher on all aspects of budget monitoring.
3. Ensure the budget incorporates links to the School Development Plan and demonstrates clearly the school's priorities
4. Process any invoices for payment and produce any invoices for the school in both a timely and accurate manner.
5. Manage the school purchasing in line with the procedures laid out in the finance manual.
6. Manage accurate accounting procedures for dealing with and advising on disbursements, school voluntary fund, extended services, school journey and other related funds in order to provide advice and support to the Headteacher and governors on the viability of these areas
7. To be responsible and accountable for the day to day operation of the school's bank accounts
8. To work with the Friends of Dulverton as and when required
9. Prepare the annual stationery order ensuring best value whilst maintaining required quality of products
10. Operate financial procedures and lettings arrangements, including providing advice to governors. Support site management with invoicing and credit control as required.
11. Write funding bids and maximise funding streams. Identify and apply for grants

### Health & Safety

1. Be responsible for Health & Safety, including oversight of premises, accidents and incidents, and reporting to HSE. Carry out risk assessments as required.
2. In conjunction with the Site Manager, ensure the school's Health & Safety policy statement is clearly communicated and available to all people.
3. Work in conjunction with the Site Manager to ensure that all aspects of Health & Safety are implemented at all times, put into practice and subject to review and assessment at regular intervals or as the situation changes.
4. Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the Headteacher / SLT/ governors and others as necessary

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### Facilities Management

1. Manage and develop the Site Manager, including annual appraisal
2. Oversee the Site Manager in developing the Premises Development Plan and providing other reports and documentation as required by the Headteacher / governors
3. Proactively manage relationships with suppliers and contractors in conjunction with the Site Manager. This includes estimates, requisitions and contractual arrangements in line with the financial procedures of the school ensuring best value and like for like quotes
4. Identify areas for improvement and development to enhance the school's facilities
5. Oversee the letting of school premises to external organisations
6. Seek professional advice on insurance and advise the governors / SLT on appropriate insurances for the school and implement / manage such schemes accordingly
7. Act as a keyholder in the absence of the on-site Site Manager

### Ad-hoc Duties

1. Care for children who are unwell, help deal with their personal cleanliness, act as a qualified First Aider, liaise with parents, teacher, Health Service staff, etc.
2. Any other duties as may reasonably be requested by the Headteacher

### **Job Activities:**

- Responsible for all of the activities of the school office on behalf of the Headteacher.
- This will require frequent decisions on a variety of issues that may arise during the day.
- Operates office and IT equipment, systems and programmes including WP, SIMS, production of policy documents etc.
- Represents the school management by telephone and through personal contact with pupils, parents, Governors, public, suppliers & contractors, NHS and LA professionals etc.
- Maintains and operates various numerical and financial records and returns.
- Exercises frequent judgements about the day to day running of the school office in order to provide the smooth running of all the administrative functions, within expressed or understood parameters expected by the head teacher.
- Supervises and manages office admin support staff, ensuring professional and positive standards, assessing training needs and team briefings.
- Exercises judgements to ensure that SLT are supported in their roles and the Headteacher is always fully briefed.

<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b>  <b>Mrs S J Stringman</b> <b>Head Teacher</b>	
	<b>Job Assessor:</b> <i>(if required)</i>	