**Our Lady and St John’s Roman Catholic Primary School**

**JOB DESCRIPTION**

Position : School Business Manager

Grade: PO2/PO3

Hours: Five days a week (39 weeks a year including INSET days)

Reports to: Headteacher

Responsible for: Finance, Personnel, Administration, Premises and Health and Safety

**To undertake this role the person must be aware of the school’s Mission Statement and the importance of Jesus Christ being at the foundation of everything we do in Our Lady and St John’s.**

**Job Purpose**

* To actively promote the Catholic ethos of the school
* To be directly responsible for the strategic and operational management of the school’s finances, human resources, administration and premises of the school.
* To regularly report to the Headteacher and Governors to assist them in in maintaining an effective, smooth running and viable establishment.
* To be responsible for project management and for ensuring the provision of appropriate, accurate and timely verbal and written guidance to the Senior Leadership Team and Governing Body.
* To ensure that the finance and site teams and resources are organised and facilitate the daily operation of the school and the school community.
* To prepare monthly budget reports highlighting any discrepencies or over/under spends.
* To act as Personnel Assistant to the Headteacher
* To take responsibility for ensuring that the school fulfils its legal requirements at all times such as data protection, SFVS and DFE standards are met.
* To act as an additional key holder to the school’s premises.

**Financial management**

* Be responsible for the effective management of day-to-day financial administration procedures for all accounts, including responsibility for compliance with financial regulations. Plan, manage and control the school’s budget account in consultation with the Headteacher.
* To support the Headteacher in facilitating the effective operation of the finance committee through providing written and verbal reports.
* Be responsible for advising the senior leadership team and the Governing Body on matters of financial governance and submit the phased budget, including completing a 3 year budget plan, to the Governing Body for approval and send to LA within set deadlines.
* To have responsibility for developing and ensuring that the financial procedures manual is maintained in accordance with LA/DFE guidance.
* Proactively review resources and spending priorities to ensure that school development plan targets reflect budget planning.
* Be responsible for ensuring that efficient and safe routines are maintained by all staff concerning collection, security and distribution of cash.
* Be responsible for effective management of the school’s unofficial fund, including responsibility for compliance with financial regulations, including keeping records, accounts and making arrangements for the private fund to be audited.
* To oversee and be responsible for orders that are placed and that invoices and bills are paid correctly from the school fund.
* To ensure all orders are placed with the Headteacher for final approval.
* To prepare and distribute qualified teachers’ annual salary review statements.
* To monitor all accounts and reconcile all statements.
* To undertake to find the best value for products through obtaining quotes or tenders. Advise the Headteacher and Governing Body.
* Ensure smooth running of the computerised management information system.
* Attend meeting with Headteacher and Chair of Resources committee and staff as required to offer financial support and advice, ensuring that budget holders are aware of projected over/under spend.
* Be first point of contact for all staff with regard to Payroll payments

**Personnel**

* Be responsible for managing the personnel database of single central records for staff and volunteers and ensure these are efficiently and accurately kept.
* Ensure Headteacher, governors and office staff are aware of safeguarding procedures regarding DBS checks and Section 128 checks for Governors and our single central record.(SCR)
* Monitor short and long term staff sickness and absence, preparing monthly returns.
* Line manage administration and premises staff including performance management and assisting in the identification and addressing of training needs as required.
* Be responsible for overseeing the caretakers and cleaners holiday.
* Monitor timesheets for all staff for additional hours, submitting to the Headteacher for authorisation.
* To ensure all personnel files are kept up to date and include all relevant paperwork.
* To process all paperwork regarding changes to contracts, monitoring the financial impact on the school budget.
* Be responsible for the provision of specialist advice and guidance to the school leadership team and Governing Body on national and local guidelines, policy and statutory requirements.
* Ensure the Teachers sickness insurance scheme is regularly updated.
* To liaise with the leadership team and resources committee, preparing and updating job descriptions and person specifications as required.
* To oversee the recruitment process for new staff, ensuring the school complies with statutory guidelines.

**Site Management**

* To maintain records and complete statistical returns to the LA and DFE regarding Devolved Formula Captital Grants/LCVAP monies.
* To oversee site management and compliance with all Health and Safety regulations regulations.

**Pupils and Curriculum**

* Be responsible for completing and submitting of relevant information to Senior Leadership Team, the Governing Body and outside agencies e.g. DCSF and LA.
* Provide office support to the Senior Leadership Team.
* To enter termly pupil assessment results, pupil tracking data and complete question level analysis in order to prepare reports for senior staff.
* Be responsible for the provision of specialist advice and guidance to Senior Management Team/Governing Body on national and local guidelines/policy/statute etc where appropriate.
* Respond to emergencies appropriately and inform relevant staff.

**Administration**

* Identify the need and be responsible for securing appropriate licences and insurances.
* To oversee the maintenance of pupil records.
* To oversee the duties and training of administrative staff.
* Respond to emergencies appropriately and inform relevant staff.
* To be responsible for office systems being in good working order.
* To be responsible for admission enquiries, admissions paperwork and supporting the admissions panel of the governing body.

 **ICT**

* Develop and manage databases using SIMS and other computerised systems as appropriate.
* Ensure the most effective use is made of the school’s administrative computer hardware and the development of the computerised management information system within the school.
* Liaise with the ICT support and ensure that reported repairs are dealt with in a timely fashion.
* To collaborate with the Computing Co-ordinator where necessary.

**Other Responsibilities**

* Build close working relationship with the Senior Leadership Team and Governors.
* Development policies and procedures relating to finance, accessibility, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
* Adhere to school policy on equality and diversity.
* Contribute to the development and implementation of the overall Catholic ethos, work and aims of the school.
* Develop constructive relationships and communicate with other agencies and professionals.
* Participate in training opportunities and professional development as required
* Undertake similar duties commensurate with the level of the post as required by the Headteacher and the Governors.

This job description will be reviewed annually in accordance with the appraisal procedures.

Signed on behalf of the Governing Body : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Postholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_