



St. Jude's Church of England Primary School

Regent Road, Herne Hill, London SE24 0EL

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Headteacher: Miss Alexandra New ~ Deputy Headteacher: Mr David Winn

School Business Manager Job Description

Reporting to the Headteacher

Responsible for: 6 staff members: Administration Assistant, Premises Staff and Attendance Officer

Hours – 35 hours per week 42 weeks per year

To flexibly operate contracted hours / shifts to meet the needs of the school between 8.30am – 4.30pm

MAIN PURPOSE OF JOB

- Responsible to the Headteacher and the Governing Body for the efficient management of the school's administration, finance, business, personnel and premises functions.
- To ensure that a healthy and safe environment is maintained to the standards laid down by the Governing Body and LA.

MAJOR RESPONSIBILITIES

Strategic Role

- To be responsible for strategic planning, in order for the school to make the best possible use of resources available, keeping abreast of and advising on current government and LA financial policy.
- To assist the Headteacher with formulating and developing school action planning, priorities, policies and procedures, ensuring these are communicated to staff.
- To regularly attend SLT and governing body meetings, providing strategic planning input in matters relating to finance AND other areas such as staffing, curriculum and school improvement. To inform the SLT on operational issues where they intersect with teaching and learning.

General Management and Administration

- To be responsible for the overall line management and professional development of the Administration staff and the Premises staff, developing and implementing new procedures, protocols and office systems to meet the changing needs of the school.
- To provide a confidential service as required for the Head Teacher, undertaking administrative tasks, writing letters, responding to phone calls etc.



- To provide liaison and support for the Governing Body as required. To work strategically with the GB on whole school issues such as school expansion, interpreting the requirements of key contacts such as LA representatives and architects to help guide the school through these processes. To take a key role in managing the expansion programme and developing financial forecasts and project management plans.
- To examine opportunities for promoting the school with local businesses, the LA, external agencies and making recommendations on these to the Headteacher. To oversee management of the school website, ensuring it represents and markets the school brand effectively and is an effective tool for communication.
- To recommend, establish and maintain computer-aided administration, which supports all the general work in the school, including statistical analysis, in conjunction with the LA, ensuring that the pupil database and other pupil records are properly maintained and regularly updated.
- To oversee the school's ICT infrastructure, identifying areas for improvement both in school administration and curriculum development. To work with the school's ICT curriculum lead and technician to support improvements in hardware and software.
- To oversee maintenance of daily registers for staff attendance, informing the Headteacher when action may be required.
- To be responsible for the administration of admissions for the main within the school's admission policy. To attend admissions appeals with the Local Authority as applicable and present a case for the needs of the school to the appeals panel. To update the school admissions policy based on statutory change.
- To prepare light refreshments when required for meetings.

Human Resources Management

- To be responsible for ensuring effective procedures are in place to meet the LA's regulations regarding maintenance of confidential staff records, recruitment of staff and all matters relating to HR management.
- To be responsible for ensuring the provision of a comprehensive payroll service and that staff are in accurate receipt of their salaries.
- To implement all regulations relating to the school's workforce in compliance with current legislation.



- To maintain absence management procedures and implement the school's sickness policy and procedure, liaising sensitively and confidentially with staff on behalf of the Headteacher. To support the Headteacher in the management of other HR procedures such as grievance, disciplinary and pay reviews.

Finance and Accountancy

- To formulate short and long term budget strategies which are reviewed annually, and to prepare and present the annual budget for approval by the Headteacher and Governors, with regular financial updates and reports over the year.
- To be responsible for all the financial accounts within the school; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts. To undertake monthly reconciliations and to submit year end accounts to the Local Authority ensuring financial probity and accuracy. Where necessary, to restructure and devise new systems for financial reporting and accounting, To utilise financial planning software to deliver long term forecasts and predictions.
- To be the budget holder for the school's premises and administrative budgets.
- To be a member of the Resources Committee attending committee meetings and full governing body evening meetings as required. To take substantial control of the Resources Committee meetings, devising the agenda, presenting agenda items to governors and being answerable on financial and operational issues.
- To ensure effective monitoring systems of income and expenditure are operated.
- To manage regular finance procedures, such as procurement (obtaining comparative quotes, where appropriate, in order to receive best value for money), ensuring the proper banking of monies, payment of invoices, chasing monies owed to the school, and payment where appropriate, of any freelance staff.
- To review annually Service Level Agreements offered by the LA and 3rd parties to achieve best value for money, reviewing regularly for suitability and value.
- To prepare bids for capital development projects, external funding possibilities and other grants.
- To take full control of the school's ability to comply with statutory requirements such as SFVS and school audit.
- Overseas the online parent pay payments for school meals and school journey



- Use Scholar pack and the schools chosen Finance accounting package to make payments and monitor budgets.

Premises

- To be responsible for the management and maintenance of the school site (including planned works), ensuring that contracts for annual checks are carried out and documented, and appropriate insurances are in place.
- To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary.
- To ensure that the cleanliness of the school site is maintained to a defined standard by overseeing the supervision of contracted cleaning services.
- To establish and maintain a school Health and Safety policy and to collaborate with the Premises Officer to plan a programme of risk assessments and fire drills.
- To maintain a lettings policy for the school, exploring avenues for letting premises and increasing income, also developing ways in which the school can be accessed for community use.
- To manage Health & Safety reviews to ensure compliance in premises and equipment management and risk assessment management. To work in collaboration with the headteacher and Premises officer for health & safety audits and inspections.

Attendance

- To oversee and amend as appropriate the school's attendance policy. To manage the implementation of the policy, ensuring attendance issues are appropriately dealt with and pursued with suitable action taken in a timely manner.

Data Protection (where necessary please refer to Data Protection Act)

- It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.



Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- Monitor and update the single central record
- Welcoming visitors into reception and checking identification and DBS as part of safeguarding procedures.

This role requires some flexibility and the need to attend occasional evening meetings.

This job description is not exhaustive. To complete other tasks as appropriate to the role under the guidance of the Headteacher and Governing Body.





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