



Cutteslowe Primary School

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Headteacher: Giles Civil

Deputy Head: Erin Kennedy

Job description:	School Business Manager
Date last reviewed:	October 2020
Location:	Cutteslowe Primary School, OX2 7SX
Line Manager:	Headteacher
Disclosure Level:	Enhanced DBS

Summary

To work as part of the Senior Leadership Team providing strategic support to the Head teacher and Senior Team and Governing Body to ensure the school meets its educational aims and objectives, taking specific responsibility for school finance, HR, Health and safety and site management.

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management of office admin staff (Office Manager and Admin Assistant)
- Be responsible for the administration of recruitment and other HR processes
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with Admin team
- Undertake recruitment/induction/appraisal/training/mentoring for other staff

Administration

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff.
- Provide organisational and complex advisory support to the Governing Body.
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage the administration of Payroll system

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance

- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management

Other responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Trust Central Team
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification for School Business Manager

	Essential	Desirable
Qualifications		
GCSE pass grades (C or above) in English, maths.	✓	
A relevant qualification in Business, Finance or HR		✓
Experience		
Previous employment as a School Business Manager		✓
Managing large budgets at whole organisation level	✓	
Project management including capital and building developments		✓
Facilities and premises management	✓	
Line management and performance management of staff team	✓	
Recruitment and other HR processes	✓	
Strategic and operational leadership	✓	
Experience of negotiating contracts and SLAs		✓
Knowledge and Skills		
Safeguarding procedures for schools, GDPR and E-safety	✓	
Excellent ICT skills; competent using the Office suite	✓	
Experience using financial data systems e.g. PSF and Selima for Payroll		
Health and safety legislation for large workplaces	✓	
Negotiation of contract		✓
Able to design and implement effective systems within work environments	✓	
Analytical and problem solving skills.	✓	
Personal Qualities		
Able to put our pupils learning at the centre of all we do	✓	
Able to work under own initiative, to be able to work under pressure, prioritise	✓	

and work flexibly to meet deadlines.		
Sensitivity to the challenges faced by students, staff and families	✓	
Approachable, flexible and professional	✓	
Resilient and able to meet demands of a challenging high pressured environment and deal with emergencies when required	✓	
High expectations of self and others	✓	