



Stainton C of E Primary School

Role Description for School Business Manager

To be read alongside the County Council Role Profile Description

The School Business Manager is a vital and integral part of our school team. It involves working within the busy environment of the school office. Excellent organisational skills are essential in order to prioritise and manage the variety of tasks that need to be undertaken.

Part of the role is to work with the Senior Leadership Team providing strategic support to the Headteacher 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 as well as day to day administrative duties supporting staff and parents.

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management of School Cook & external Cleaning Contractors
- Be responsible for the administration of recruitment and other HR processes
- Liaise between Headteacher, Teaching staff, governors and support staff
- Undertake recruitment & induction/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 e.g. attendance reports, behaviour /send analysis
- Produce, and respond to, correspondence
- Provide organisational and advisory personal support to other staff.
- Provide organisational and advisory support to the Governing Body.
- Manage all administrative procedures including all funding streams linked to school budget
- Be responsible for completion and submission of forms, returns etc, including those to outside agencies e.g. DfE ensuring all are in line with legislative requirements
- Manage the administration required for our external Payroll system

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.

Plan, monitor, manage, reconcile, evaluate and report on financial transactions, ensuring compliance with financial procedures of the school, on behalf of and to the Headteacher and Governing Board.

- Take a lead role in the recruitment of new staff and governors; managing all associated human resources 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
 - Have a role in marketing and promoting the school
 - Manage facilities including premises, lettings and associated income, building and projects etc.
 - Manage financial administration procedures, including the handling and processing of all income including school budget and the school fund.
 - Take a lead role in planning, monitoring and evaluation of budget
 - Be responsible for the management of expenditure within an agreed budget
- Health and Safety Management
- Take the lead role in preparing for audits (health and safety, management and financial) and assist auditors during inspections.

Other responsibilities

- Comply and take increasing responsibility for the development of policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- GDPR: Take on the Specific Point of Contact (SPOC), dealing with day to day GDPR issues and requests for information.
- 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
- Ensure compliance with the School's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promote the School's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Stainton CE Primary School Staff Team