

# Job Description

<b>Job Title:</b>	<b>INTERIM SCHOOL BUSINESS MANAGER (Primary)</b>
<b>Date last reviewed:</b>	<b>June 2024</b>
<b>Grade of post:</b>	<b>GRADE 9</b>
<b>Location:</b>	Garsington CE Primary School
<b>Line Manager:</b>	Headteacher
<b>Disclosure Level:</b>	Enhanced DBS

## Job Purpose:

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 HR, Health and safety & site management and having oversight of budget monitoring and setting.

## Main Responsibilities:

### Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management of office admin staff
- 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 the Payroll system

### Resources

- Be responsible for the selection and management of resources, and work in partnership with the RLT finance team to support with the management of a budget and regular budget monitoring

- Take a lead role in the recruitment of 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.
- Liaise with the RLT Finance Team on the management financial administration procedures
- 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 the 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.

### **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;

- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has 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.

### **Safeguarding Statement to be included in all job descriptions**

*Garsington CE Primary School and The River Learning Trust are 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.*