

Job Description

Job Title:	SCHOOL BUSINESS MANAGER (Primary)
Date last reviewed:	September 2024
Grade of post:	GRADE 10
Location:	Rose Hill Primary School
Line Manager:	Headteacher
Disclosure Level:	Enhanced DBS

Job Purpose:

To work as part of the Senior Leadership Team providing strategic support to the Headteacher 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.

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 (Office Manager and Admin Assistant)

Be responsible for the administration of recruitment and other HR processes

Liaise between managers/teaching staff and support staff on change and ongoing matters

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 including ensuring that the school website remains up to date and compliant

Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required e.g. sickness data

Produce, and respond to, complex correspondence e.g. admissions or the SWFC

Provide organisational and complex advisory personal support to other staff e.g. supporting with sickness absence meetings.

Provide organisational and complex advisory support to the Governing Body e.g. finance reporting.

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 relating to pay and employment

Undertake research and obtain information to inform decision making

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 the Trust.

Working collaboratively with the central team service to ensure the best outcomes for the school

Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being an employee of the Trust

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.

Rose Hill 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 the current/latest employer) and evidence of the formal qualifications required for the role.