

Orchard Park Community Primary School

Headteacher Robert Fisher B Ed Hons NPQH

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JOB DESCRIPTION

Business Manager

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job Post: Business Manager

Salary: SCP 18-28 (£30559-£37938 FTE)

Hours: 28 hours per week, term time plus 2 weeks flexible working in school holidays.

Responsible to: The Headteacher

Purpose of Job: To support the school in attaining its aims and objectives by providing an effective budgetary and administrative service within the school, and assisting the Headteacher in the preparation and monitoring of the school's budgetary provision to ensure proper accounting of the school finances.

Main Responsibilities

1. Maintain, operate and review efficient administrative support systems in accordance with agreed criteria and resources to meet the needs of the school, including school MIS (Management Information Systems).
2. Maintain records and systems in accordance with approved regulations and standards to assist the Headteacher in the efficient management of the budget. Advising on budget position and budget preparation, having an oversight of all accounts – reporting difficulties to the Headteacher and Governors. Submit the budget to Governors.
3. Management and maintenance of the bank account.
4. Management of SBS for school budget management and reconciling spreadsheets of school expenditure and assisting in budgetary forecasts.
5. Liaising with staff to plan, monitor and evaluate the expenditure of Pupil Premium Funding and the Sports Grant.
6. Carrying out ordering and invoicing procedures, in accordance with financial regulations to assist with the maintenance of budgetary commitment. Monitoring quality of purchases and seeking out new suppliers as appropriate, ensuring purchases or contracts represent effective use of public funds
7. Ensure school complies with VAT legislation
8. Monitoring payroll information, checking for accuracy and ensuring compliance with pay policy.

Our Mission Statement

A place where children are empowered to reach their full potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.

9. Understanding safer recruitment practices, pre-employment checks and manage recruitment processes for staff vacancies.
10. Understanding legislation relating to GDPR and ensure compliance on behalf of the school, including liaising with DPO where required.
11. Managing school lettings, taking bookings and invoicing for use in conjunction with the Site Manager.
12. Ensuring the effective reception of all visitors and telephone enquiries to the school in accordance with standards and procedures required, including managing DBS compliance in accordance with safeguarding procedures.
13. Locating, collating, analysing and presenting information
14. Any other duties consistent with the post.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in conjunction with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Flexibility Clause

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above in a comparable post in any of the School's other sections and departments.