

Job Description: School Business Manager

The Wells Free School: 41 weeks per year; 37.5 hours per week; KR9

Responsible to: Head Teacher

Responsible for the planning, development, and delivery of support functions within the school; member of the School Leadership Team.

Key duties and responsibilities:

1. Manage the school's administrative functions through planning, developing, designing and monitoring support systems and procedures including HR, Single Central Record and School Census.
2. Management of facilities, including premises, lettings and liaising with external contractors.
3. Line management of school operational support staff (Buildings Assistant; Office Manager; Admissions & Attendance officer; MDMS) including recruitment, induction, performance management, training and mentoring systems.
4. Develop appropriate policies relevant to school support functions.
5. Support the Chief Financial Officer with budgets and by being responsible for invoicing, bank reconciliation and day to day finance systems.
6. Be the health and safety manager for the school.
7. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
8. Develop income generating activities including preparation of and submission of bids for funding to external agencies
9. Responsible for the development of the marketing strategy for the school
10. Responsible for the overall equipment ordering processes and audits

Other general responsibilities:

1. To undertake any reasonable request from the Headteacher and Deputy Headteacher
2. Commitment to the safeguarding and welfare of all pupils.
3. Ensure that all school matters are managed with sensitivity to confidentiality, particularly with regards to GDPR.
4. Contribute to the overall ethos/work/aims of the Free School
5. To be aware of and comply with all school policies and procedures