

**St Thomas' Catholic Primary School**  
**Job Description for Business Manager KR10**



**1. PURPOSE OF JOB**

To be responsible for the business management operation of the school, including effective management of school resources and compliance with required operating standards.

**2. PRINCIPAL ACCOUNTABILITIES**

- Maintain established financial procedures for all school monies, to ensure compliance with legal and national requirements and KCC audit procedures.
- To provide professional advice and guidance on compliance as well as best practice in relation to finance/HR and Health and Safety.
- To prepare for compliance and also initial preparation of SFVS.
- Analyse the school budget to provide forecasts in order to report to the Governors and Headteacher and make recommendations for future trends.
- Monitor the budget for the current financial year and estimate outturn to ensure senior management is kept fully informed of spending trends.
- Attend governor finance meetings providing financial reports and information to governors, as well as attending FGB meetings.
- Work with the Headteacher and governors in the preparation of the annual draft budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs and taking into account new factors, such as staff movements, where appropriate.
- Implement the budget set by the Governing Body to ensure that spending is in accordance with school policies.
- Maintain all administrative records and the School Information Management System to ensure current and up to date information on staff, pupils and budgets is accessible and accurate.
- Provide all payroll and personnel documentation and liaise with staff, personnel and payroll to resolve pay queries and ensure that all staff are paid correctly.
- Advise the Governing Body and Headteacher of Personnel procedures to be followed in line with KCC Policy and employment legislation. Deal with all staff recruitment in liaison with the Headteacher ensuring that fair and legal recruitment policies are in place.
- Be responsible for the adherence to safer recruitment procedures, maintain DBS records and manage online DBS database.
- Responsible for SCR and ensuring it is fit for purpose.
- Maintain records of staff absences and liaise with Headteacher, personnel and payroll to ensure that Absence Management and Attendance policies are adhered to.
- Manage the performance of the administrative team ensuring that a positive system of performance management, target setting and appraisal is in place to inform TCP decisions and personnel development targets in order to maintain high levels of service delivery. Appraisal responsibility for office, caretaker and midday supervisors.

- With the Deputy Head manage the administration and financial arrangements for all teaching and support staff absence and cover requirements to ensure minimum disruption to teaching and efficient use of resources.
- To be responsible for developing, reviewing and implementing a range of formal policies and practices relating to Finance/HR and Health and Safety
- To lead on all aspects of procurement, contract negotiation and management.
- Maintain a high standard of school premises, negotiate contracts to ensure best value and ensure health and safety requirements are met.
- To review contracts ensuring best value for money. To liaise with all contractors regarding school works.
- To lead on site management and IT infrastructure providing advice and guidance to Headteacher.
- Maintain the school's register of assets and oversee maintenance of appropriate equipment, stock records, ensuring annual checks take place.
- Prepare and maintain health and safety policies e.g. lone working, health and safety. Act as a fire warden. To lead on Health and Safety ensuring risk assessments are reviewed accordingly.
- Administer medicines to children in accordance with school policy.
- To ensure effective communication systems with parents are in place such as ParentMail and updating the school website as required.
- To produce marketing materials for the school e.g. open mornings for tours of school- posters etc.