

Boughton Monchelsea Primary School

Job Description: School Business Manager

Grade: Kent Range 8/9 - dependant on experience

Responsible to: Headteacher

Purpose of the Job:

Responsible for the planning, development, and delivery of the support function for the school.

Key duties and responsibilities:

1. Responsible for business and financial management of school resources including budget / financial planning and advice to the senior leadership team and governing body.
2. Manage the school's support function through planning, developing, designing and monitoring support systems and procedures including finance, HR and facilities management.
3. Develop appropriate policies relevant to school support functions.
4. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school.
5. Develop income generating activities including preparation of and submission of bids for funding to external agencies.
6. Assist the Headteacher and governing body with income generation activities.
7. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies.
8. Manage the procurement process, including securing appropriate service contracts, licences and insurance.
9. Management of facilities, including premises, lettings and liaising with external contractors.
10. Line manage office and premises staff, including recruitment, induction, performance management, training and mentoring systems.
11. Be the health and safety manager for the school. Monitor and report on health and safety issues within the school and how they impact on pupils, staff and visitors to the school.