

## Job Description Template

School:	Whitstable Junior School
Job Title:	Business Manager
Grade:	KSF £30,404-£33,752 (pro rata £22,793.40)
Total Hours Worked:	30 hours
Total Weeks Worked:	41 Weeks + 30 days holiday
Days & Working Hours:	8.30am to 3.30pm

Responsible To:	Co-Headteachers
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Responsible For:	Finance, Personnel & Payroll, Health & Safety and Premises Management.
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### Purpose of the Job

*Responsible for the planning, development, and delivery of the support function for the school, including budget management, personnel and payroll and premises management.*

### Key Duties and Responsibilities

- 1. Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies*
- 2. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.*
- 3. Contribute to the development of training programmes/ learning opportunities and mentoring for support staff.*
- 4. Assist the Co-Head teachers and governing body with income generation activities and in promoting and marketing the school*
- 5. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies*

*6. Manage the procurement process, including securing appropriate service contracts, licences and insurance.*

*7. Contribute to the development of policies for school support function.*

*Individuals in this role may also undertake some or all of the following:*

*1. Management of facilities, including premises, lettings and liaising with external contractors*

*2. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.*

*3. Line manage members of the support staff team*

*4. Prepare and submit bids for funding from outside agencies under the direction of the Head teacher*

*5. Manage the delivery of extended services activities*

*In all cases:*

*To be responsible for promoting and safeguarding the welfare of children and young people within the school*

*Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person*

## Person Specification Template

	Criteria	Essential/ Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3 Diploma or equivalent in Finance/Business Administration</li> <li>Certificate in School's Business Management</li> </ul>	D  D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a finance role.</li> <li>Experience of working in a primary school setting.</li> <li>Line management experience.</li> <li>Experience of contributing to staff development.</li> <li>Experience of human resources</li> <li>Experience of data protection.</li> <li>At WJS we use all of SIMS, FMS, BPS, ParentPay and SchoolMoney. Experience of all/any of these systems is advantageous</li> </ul>	E D D D D D D
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Methodical attention to detail.</li> <li>Excellent front of house manner, for use when dealing with parents.</li> <li>The understanding that financial considerations must be reviewed to deal with the priority of supporting our children to the utmost.</li> <li>Working to a deadline</li> </ul>	E E  E  E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Comprehensive knowledge of financial management.</li> <li>Effective communication and interpersonal skills.</li> <li>Ability to understand the needs within the school and build effective working relationships with staff and all stakeholders.</li> </ul>	E E E
<b>Behaviours</b>	See attached sheet	