

School: St Mark's CE Primary School

Grade: KSH (previously KR10)

Responsible to: Headteacher

Purpose of the Job:

Responsible for the planning, development, and delivery of support function within a school or cluster of small schools; member of the senior management team.

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 school's support functions
3. Line management of school support staff including recruitment, induction, performance management, training and mentoring systems for support staff.
4. Develop appropriate policies relevant to school support functions
5. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
6. Develop income generating activities including preparation of and submission of bids for funding to external agencies.
7. Responsible for the development of the marketing strategy for the school.
8. Responsible for the overall equipment ordering process.

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

1. Manage the delivery of extended services activities
2. Management of facilities, including premises, lettings and liaising with external contractors
3. Be the health and safety manager for the school.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1s

Kent County Council

Person Specification: Business Management – Level 2

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 4-5 Diploma (or equivalent) or having or willing to work towards the Diploma of School Business Management (DSBM).
EXPERIENCE	Significant experience in administrative / finance roles.
SKILLS AND ABILITIES	Skills for school business and finance planning, including requiring interpretation of budget planning, development of administrative & financial procedures, Involving a range of complex issues situations and problems,
KNOWLEDGE	<p>Specialist knowledge of the range of theory and practice of business and administration management, such as finance, procurement, administration staff management acquired through extensive experience and expertise</p> <p>Knowledge of policy, statute and national guidelines regarding support staff functions for the benefit of pupils</p>

You may wish to add required behaviours. For more information visit:

<https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>