

## ST MARY'S CATHOLIC PRIMARY SCHOOL

### JOB DESCRIPTION SCHOOL BUSINESS MANAGER

**“The Catholic school should be a living embodiment of an ideal and a faith; it should demonstrate a way of life; it should be a witness to society. It should practice what it preaches about the dignity and worth of the individual.”**

*Cardinal Basil Hume*

**Responsible to: The Headteacher**

**SALARY GRADE: B2 Points 31 - 35**

#### **JOB SUMMARY**

The school Business Manager is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

#### **DUTIES AND RESPONSIBILITIES**

##### **Leadership and Strategy**

- Lead and manage the support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development of those staff;
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals;
- Attend all leadership team meetings and report to Governors where appropriate;
- Implement school-wide changes and in line with the School Improvement and Development Plan (SIDP), putting policies and procedures in place and communicating them to staff;
- Take all decisions in line with the vision and values of the school, and encourage others to do the same, maintaining our positive Catholic ethos which reflects the dignity of each individual and is reflected in the day-to-day life of the school;
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents;

- Monitor developments in technology and consider how technology can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.

## **Financial Management**

- In partnership with the Headteacher, oversee the management of the school's budget and ensure it is balanced, realistic and represents an effective use of public funds;
- Submit the budget to the Governing Board;
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed;
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions;
- Comply with financial reporting requirements and submit statutory returns;
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept;
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the School Improvement and Development Plan (SIDP);
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money;
- Manage the school's letting offer;
- Ensure the effective and efficient operation of the Finance Manager, delegating tasks to finance/office staff where appropriate.

## **Human Resources**

- Manage the school's payroll provision with the payroll provider;
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law;
- Advise on HR issues within school and liaise with the external HR provider;
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

## **Health and Safety**

- With the Headteacher and Site Manager, supervise the maintenance of the school site;
- Manage the school's compliance with Health and Safety regulations, and put in place processes and procedures to ensure the safety of all in the school;
- Organise Health and Safety training for staff.

## **Administration**

- Keep records in accordance with the school's retention schedule and data protection law, information security and confidentiality at all times;
- Provide administrative support for the Headteacher and Governing Body;
- Act as the school's Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

## **General Duties**

Act in accordance with the Equal Opportunities Policy, Health and Safety Policy and School Confidentiality Guidelines.

Take part in the school's performance management system in order to identify strengths and undertake relevant professional development to meet individual and school needs.

Carry out any other duties commensurate with the scale of job that the Headteacher may from time to time require.

**This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.**

It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Sign:

Print:

Date:

Headteacher Sign:

Print:

Date:

## **EXPECTATIONS OF YOU AS A BUSINESS MANAGER**

The leadership and co-ordination of your whole school responsibility is a key part in school improvement.

In order that you can fulfil this role effectively you will be expected to:

- Provide direction to the work of others across the school;
- Take responsibility for your professional development;
- Access positively any relevant training/development opportunities that are made available;
- Prioritise and manage your own time effectively, particularly in relation to balancing the demands made by teaching, leadership and involvement in other aspects of school leadership and management;
- Work positively and effectively with your Headteacher and the Senior Leadership Team to model best practice, promote consistency in line with school policies and implement initiatives/interventions to secure improvement where teaching practice and achievement is less than good.

## **PERSON SPECIFICATION**

### **Qualifications and Training**

- Qualified with a professional qualification in finance and business management, such as the Certificate in School Business Management (CSBM), or Diploma for School Business Management (DSBM), or Advanced Diploma for School Business Management (ADSBM).

### **Experience**

- Successful leadership and management experience in a school, or in a relevant field outside of education;
- Involvement in school self-evaluation and improvement planning;
- Line management experience;
- Experience of change management;
- Contributing to staff professional development.

### **Skills and Knowledge**

- Expert knowledge of financial management;
- Good knowledge of HR, Health and Safety and GDPR;
- Good knowledge of operational activities within the school environment;
- Excellent attention to detail;
- Working knowledge of relevant software eg: Arbor, MS Office, Outlook, Google Chrome etc.;
- Ability to communicate a vision and inspire others;
- Ability to build effective working relationships with staff and other stakeholders.

## **Personal Qualities**

- Commitment to promoting the Catholic ethos and values of the school and getting the best outcomes for all pupils;
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school;
- Ability to work under pressure and prioritise effectively;
- Commitment to maintaining confidentiality at all times;
- Commitment to safeguarding and equality;
- Excellent communication and interpersonal skills.