

Job Description – Business Manager

Federation of Saltwood and Bodsham Church of England Primary Schools

Kent Range 8 £25,238 to £28,781 Pro Rata (£15,451 to £17,620)

26 hours a week, term time plus 5 staff training days and 5 school holiday days.

(4 days per week, 3 days at Saltwood and 1 day at Bodsham CEP Schools)

Working hours 9am – 4pm (includes 30 minute lunch break)

To provide bursarial services to the two schools – Saltwood Church of England Primary School and Bodsham Church of England Primary School.

Management of the two schools' finances, including day to day financial tasks, purchasing, payment, VAT returns, budget setting and budget monitoring, using FMS and the Schools Budget Planning Software. Present reports to Finance governors and produce the annual SFVS documents.

Liaise with Schools Financial Services to ensure statutory reports and returns are produced according to the pre-determined timetable.

Manage the cash collection process, ensuring correct recording and banking of all monies to comply with financial regulations.

Maintain the Asset Registers, checking and locating equipment, keeping track of loans and obsolete items.

Maintain the Saltwood Voluntary Fund and organise external audit and presentation to Finance Governors.

Oversee the lettings of school premises, ensuring procedures followed and invoices produced.

To be responsible for the HR functions within the school, including DBS and other safeguarding checks, the maintenance of the single central record, payroll submissions and recruitment administration, including maternity leave, jury service, new appointments and contractual changes.

Ensure the SIMS database is kept up to date and carry out the School Census and Workforce Census.

Line manage the administration staff, identify appropriate training, carry out appraisals and progress their professional development.

Co-ordinate the Admissions process in conjunction with the administration staff, ensuring deadlines are met and correct procedures followed.

Liaise with the Health and Safety Governors on buildings and grounds inspections, arranging thrice yearly inspections and taking action on the necessary repairs.

Ensure Fire Safety records are maintained, equipment inspected regularly, risk assessments, fire alarm checks and fire drills carried out according to timescales provided.

Liaise with Site Manager/Cleaner in charge on minor maintenance issues and ensure swift resolution.

Liaise with KCC and Diocese to identify major building and grounds projects, ensuring the correct tenders/quotations are obtained, agree arrangements with contractors and assist with contract supervision as required.

Ensure appropriate numbers of staff have First Aid qualifications, rebooking courses in a timely manner.

Book staff courses, maintaining a record on SIMS.

Maintain records of staff absences and record on SIMS.

Liaise with EIS, IT technician and IT co-ordinators to ensure admin and curriculum systems run efficiently, maintain the email database and organise the procurement of new equipment.

To be responsible for the promotion and marketing of both schools, including overseeing the content of Federation websites, publicising school events in local media and promoting the school to potential new parents each year.

To undertake income generation activities for the Federation, including bid writing and seeking corporate sponsorship opportunities.

January 2020