

**Brook Community Primary School**

**Business Manager Role – Job Description**

**Main purpose of the role**

To enable successful teaching and learning across the school by:

* Ensuring the smooth and efficient running of the school office and of the school’s financial, administration, personnel, premises, business and support services;
* Meeting with the Headteacher and any others as appropriate, to provide an overview of key issues relating to financial, administration, premises, business and support service matters
* Managing all non class-based support staff, including the cleaning company - 1 administrative assistant and 2 extended services supervisors (Breakfast Club and After-School Club).

**Finance**

1. Assist in the preparation and planning of the school’s budget and ensure that the budget is administered and monitored in accordance with LA and other requirements.
2. Ensure adequate accounting and other financial systems are in place and operated.
3. Provide accurate and up to date financial advice, information and reports as required.
4. Manage the payroll service.
5. In consultation with the Headteacher, arrange and supervise contracts and Service Level Agreements with external suppliers of non-curricular services, ensuring that the school achieves value for money, managing procurement and ensuring orders are placed in accordance with regulation.
6. Ensure adherence to the school’s Financial Procedures.

**Personnel**

1. Be the liaison point between the school and the school’s payroll provider and HR support service.
2. Be responsible for DBS checks.
3. Maintain confidential staff records.
4. Ensure the Single Central Record is up-to-date and held in line with the latest advice.
5. Line-manage non class-based support staff.

**Premises**

1. Ensure the maintenance of all school buildings, ground and utilities, ensuring that any repairs are promptly and properly carried out.
2. Oversee the management of building works and ensure contractors comply with health and safety requirements.
3. Keep up to date inventories of assets.
4. Day-to-day responsibility for health and safety management, including water, asbestos and fire related responsibilities.

**General Management and Administration (in partnership with the Administrative Assistant)**

1. Promote the school to parents, visitors and the wider community by providing a welcoming and supportive point of contact and establishing and maintaining good working relationships with the whole school community.
2. Have key responsibilities for the marketing and promotion of the school including; updating and maintenance of the school website, writing articles for the Parish magazine and writing articles for local and national press.
3. Ensure that the school’s policy for safeguarding is applied (overseeing the admittance of visitors).
4. Prepare and submit returns to appropriate bodies in line with LA and national requirements.
5. Ensure that computerised Management Information Systems and records are maintained and kept up to date, including those relating to attendance and punctuality.
6. Assist the SENCO in attendance-related monitoring, correspondence and referrals.
7. Support the Headteacher with correspondence, policy documents and publications as required.