



St Teresa's Catholic Primary School
01233 622797



Job Description

Date: Oct 2020

Name:

Post: Business Manager

Pay scale: Kent Scheme 7

To whom responsible: Headteacher

Staff for whom responsible: Finance Assistant and premises staff.

Purpose of the Job:

To manage and optimise the school's finances. Responsible for the planning, development, and delivery of the support function for the school in relation to personnel, data protection, premises and Health and Safety. Carry out such other duties as the Headteacher or governors may reasonably require from time to time

Key duties and responsibilities:

Financial

- **Budgets** Maintain and monitor all budgets and present regular management reports to ensure efficient and effective control of income and expenditure. Assist the Headteacher in preparation of the annual draft budget and any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover changing costs.
- **VAT** Deal with VAT returns and liabilities
- **Compliance** Prepare, implement and reconcile all financial transactions relating to the school's income and expenditure to ensure that the school complies with statutory requirements from the DFE, KCSP, Governing Body and other agencies.
- **Contracts** Negotiate contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times. Manage the procurement process, including securing appropriate service contracts, licences and insurance.
- **Advice** Support the Headteacher in a consultative and administrative capacity in matters of finance, personnel and school administration to provide an objective and informed view to aid decision making.
- **Financial procedures** Oversee, develop and implement financial procedures and oversee all financial transactions/ activity within the school.

- **Resources** Assume responsibility for business and financial management of school resources
- **Emails** Read and respond to emails; manage designated email boxes; delete irrelevant emails regularly; ensure relevant emails are stored in an appropriate place and can easily be accessed when required.
- **School Plan** Assist the Headteacher in rescheduling and calculating costs for inclusion into the School Improvement Plan to ensure its effectiveness.

Premises:

- **Health and Safety** Be responsible for health and safety issues related to the school premises and how they impact on pupils, staff and visitors to the school.
- **Contractors** Liaise with external contractors to ensure new projects and necessary repairs and maintenance are effectively organized and where disruption to teaching and learning is minimized; evaluate the work of contractors to ensure the school is balancing quality of work and value for money.
- **Fire** Be responsible for ensuring the school is compliant with fire regulations, including facilitating fire risk assessments and organizing remedial actions.
- **Statutory inspections** Ensure that all regular required inspections of premises, facilities and equipment is carried out in a timely manner and reported to HT. Keep clear records of inspections and ensure remedial actions are prioritised.
- **Security** Update records for access codes to school and emergency key holding. Facilitate alarm maintenance.

Personnel:

- **Documentation** Manage all personnel processes to ensure that all documentation is accurately completed and forwarded to the relevant departments in compliance with school policy, KCSP policy and legal requirements.
- **Line management** Supervise the finance assistant and premises staff. Conduct appraisals for them, identify and recommend CPD to ensure that an efficient and effective service is provided to support staff, pupils, parents and governors.
- **Induction** Contribute to the induction of new staff, ensuring all relevant paperwork is fully completed .
- Maintain the Single Central Record

SLT:

- **Leadership** Maintain an overview of the current issues and priorities of the school, facilitating the changes needed to ensure the School Improvement Plan reflects and addresses those issues and priorities.
- **Role Model** Behave in a positive and professional manner acting as a strong role model for other staff. Promote the school in discussions and actions both during working hours and outside of working hours.
- **Support and Challenge** Be proactive in supporting and challenging in discussions so that the best interests of the children are put first and that the school does not become complacent.

- **Policies** Contribute to the development of policies relevant to areas within the role for school support function
- **Reports** Arrange for the provision, analysis and evaluation of data and reports and information for areas related to this job description, as required by the SLT, governors or others.

Data Protection:

GDPR

- Act as the school's GDPR data lead, ensuring the school is GDPR compliant in all areas
- Manage retention schedule for school records
- Provide staff with appropriate data updates and training.

Signed _____ Date: Business Manager

Signed _____ Date: Headteacher