Tunbury Primary School

Post: **School Business Manager**

Grade: **Kent Range 8**

Responsible to: **Headteacher**

Purpose of the Job:

Responsible for the planning, development and delivery of the non-academic business functions of Tunbury Primary School, including financial management, health and safety, human resources, compliance and administration.

The School Business Manager will advise on and implement the day-today support that enables the school to operate effectively and efficiently, allowing the Senior Leadership Team to focus on teaching and learning.

Key duties and responsibilities:

1. Responsible for business and financial management of school resources

2. Manage the school's support function through planning, developing, designing and monitoring support systems and procedures including finance, HR and facilities management

3. Contribute to the development of training programmes/learning opportunities and mentoring for support staff

4. Assist the Head teacher and governing body with income generation activities and in promoting and marketing the school

5. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies

6. Manage the procurement process, including securing appropriate service contracts, licences and insurance

7. Contribute to the development of policies for school support function

8. Manage the school's facilities, including premises, lettings and liaising with external contractors

9. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school

10. Line management of premises staff (site manager, cleaners), administration staff (office manager, receptionist and finance assistant) and midday meals supervisors

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.