

**Maypole Primary School**

**Business Management**

|  |  |  |
| --- | --- | --- |
| **Job Title:** | | School Business Manager |
| **Grade:** | | Kent Range 10 |
| **Responsible to:** | | Headteacher |
| **Purpose of the Job:** | | |
| Responsible for the planning, development, and delivery of support function within Maypole Primary School; member of the senior management team. | | |
| **Key Duties and Responsibilities:** | | |
| 1. Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies  2. Manage the school’s support functions  3. Line management of school support staff including recruitment, induction, performance management, training and mentoring systems for support staff.  4. Develop appropriate policies relevant to school support functions  5. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school.  6. Develop income generating activities including preparation of and submission of bids for funding to external agencies.  7. Responsible for the development of the marketing strategy for the school.  8. Responsible for the overall equipment ordering process.  Individuals in this role may also undertake some or all of the following:  1. Manage the delivery of extended services activities  2. Management of facilities, including premises, lettings and liaising with external contractors  3. Be the health and safety manager for the school.    In addition, all members of the school community are expected to:   * Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern. * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.   Footnote: 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. | | |
|  | **Criteria** | |
| **Qualifications** | Level 4-5 Diploma (or equivalent) or having or willing to work towards the Diploma of School Business Management (DSBM). | |
| **Experience** | Significant experience in administrative / finance roles. | |
| **Skills and Abilities** | Skills for school business and finance planning, including requiring interpretation of budget planning, development of administrative & financial procedures, Involving a range of complex issues situations and problems. | |
| **Knowledge** | Specialist knowledge of the range of theory and practice of business and administration management, such as finance, procurement, administration staff management acquired through extensive experience and expertise  Knowledge of policy, statute and national guidelines regarding support staff functions for the benefit of pupils. | |