



Job Description

School Business Manager Kent Range 9

Post Holder:		
<i>The description of the duties, responsibilities and accountabilities for the post of Business Manager Holy Trinity & St John's CEP School have been set out in this job description.</i>		
Responsibility Areas	Business Manager	
Accountabilities	A	Generic duties relevant to all members of staff
	B	Undertaking responsibilities as the School Business Manager
Accountable to	Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		<i>Headteacher</i>

A - General duties relevant to all members of staff

To promote the mission, vision and aims of Holy Trinity & St John's CEP School to ensure that each child achieves their full potential

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and contribute positively to your own appraisal, and line management. Undertake specific tasks reasonably delegated by the Headteacher.

Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

Holy Trinity & St John's CEP School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children, young people and adults and are to follow the safeguarding procedures adopted by Holy Trinity & St John's CEP School. Any safeguarding issues must be acted upon immediately by informing a Designated Safeguarding Lead (DSL).



Job Description School Business Manager Kent Range 9

B: Undertaking responsibilities as the Business Manager

In liaison with the Headteacher and Governors, responsible for the planning, development and delivery of the financial management of the school. To work within the general aims and of the school and to contribute towards the overall Christian ethos of the school, paying due attention and regard to the policies. To make full use of Performance Appraisal opportunities

Duties and Responsibilities:

- Responsible for business and financial management of school resources
- Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.
- Line management of school office and site staff including recruitment, induction, performance management, training and mentoring systems for these staff.
- Prepare and present financial reports to the Headteacher and Governing Body
- Assist the Head teacher and governing body with income generation activities and in promoting and marketing the school
- Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
- Contribute to the development of policies for school support function.
- Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
- Responsible for the overall equipment ordering process.
- Working with the Headteacher to develop and oversee the marketing strategy for the school.
- Working with the Site Manager, be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.

Supporting your own Professional Development:

- Undertake training and other learning activities and attend relevant meetings, as required to ensure own continuing professional development, including appraisal with line manager.
- To review and reflect on your own progress and development.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.