**Business Manager – Job Description**

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| **School:** | **Boughton Monchhelsea Primary School** |
| **Grade:** | **Kent Range 8** |
| **Responsible to:** | **Headteacher** |

**Purpose of the Job:**

Responsible for the planning, development, and delivery of the support function for the school.

**Key duties and responsibilities:**

1. Responsible for business and financial management of school resources
2. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.
3. Line management of school office and site staff including recruitment, induction, performance management, training and mentoring systems for these staff.
4. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
5. Assist the Head teacher and governing body with income generation activities and in promoting and marketing the school
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. Working with the Site Manager, management of facilities of the school, including premises, lettings and liaising with external contractors
9. 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.

*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.*