

Saint Peter and Paul Catholic Primary School

Job Description: School Business Manager

Post Title: School Business Manager, Term Time 46 weeks

Salary: Permanent, Grade K, Scale Point 29 to 31, £39,862 to £41,771 (Actual salary pro rata £35,262 to £36,898)

Accountable to: Head teacher

Responsible to: Admin, Site Manager and MDA's

Main Purpose

To be responsible for effective whole school administration, financial, human resources and organisational systems and health and safety with considerable independence being accountable for actions. Responsible for managing resources within a budget, having a lead role in the marketing/promotion of the school, securing sponsorship/funding.

Duties and Responsibilities:

Admin

- To take lead role in the planning, development, design, organisation and monitoring of support services and whole schools' systems, procedures and policies.
- To take lead role in the development and maintenance of manual/computerised record/information systems.
- Provide details analysis and evaluation of data/and produce detailed reports/information as required.
- Produce and respond to complex correspondence.
- Manage the administration of payroll systems.
- Manage financial and human resources administration procedures including complex administrative procedures.
- Responsible for the completion and submission of complex internal and external forms and returns.

Organisation

- Provide organisational and complex advisory personal support to other staff.
- Responsible for the co-ordination and organisation of teaching cover as and when necessary.
- To participate and assist in the organisation of examination invigilation as and when necessary.
- Responsible for the organisation of examinations, including liaising with the relevant Examinations Boards and checking examination papers.
- To manage and resolve complex telephone and face to face enquires in accordance with school policies and procedures.
- To manage the Head teacher's diary including meetings appointments.

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Provide guidance and advice to staff and others on complex issues.
- Take a lead role in budget planning, expenditure, monitoring and evaluation and the production of regular reports to the SMT and Governing body as required.
- Manage all financial administration and sign off/close down of end of year budget in accordance with the financial regulations.
- Undertake research and obtain information to inform decisions.
- Lead role in procurement and securing sponsorship/funding.
- Manage facilities including premises, lettings and associated income, building and projects.
- Manage school licences and insurance.
- Take a lead role in marketing and promoting the school
- Responsible for the management of ICT networks.
- Management of Health and Safety in school.
- Responsible for the negotiation of contracts for large scale purchases and bulk buying contracts in association with other schools as appropriate.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

Line Management

- To take a lead role in the recruitment of support staff and in managing associated performance management as required.
- Management responsibility for all support staff including performance management attendance, training and development.
- To take a lead role in relation to recruitment and selection and effective induction to all support staff posts.
- Responsible for the effective communication with all support staff holding regular team meetings with managed staff.

Personal Attributes

Communication and Influence

Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.

Team Working

Demonstrates a non-judgemental approach to values, views and needs of others, sees other people's point of view and encourages and respects views that are different from own, takes time to get to know people and how they operate.

Organisational Awareness

Keeps up to date on changes / new developments in own and others area of the school's activities and their impact on the school's performance.

Adaptability

Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Use of Technology

Is able to use and understands process of information communication technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the ICT needs of the school change.

Professional Values and Practice

Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration.

Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussions with colleagues.

What We're Looking For:

- Previous experience as a **School Business Manager**, Bursar, or similar role in an educational setting
- Strong financial and administrative skills
- Knowledge of **SIMS**, FMS, Arbor, or similar school systems
- Excellent leadership, communication, and problem-solving skills
- Ability to adapt quickly to new environments and hit the ground running
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Key Responsibilities:

- Overseeing school finances, budgeting, and reporting
- Managing HR and recruitment processes
- Leading premises and facilities management
- Ensuring compliance with health & safety, safeguarding, and GDPR
- Liaising with local authorities, external contractors, and senior leadership teams
- Supporting the strategic development and day-to-day running of the school

Requirement to complete Support Staff Induction Programme

Requirement to complete Appointed Persons First Aid at Work training

Note – This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade.