



St. Joseph's Catholic Primary School
School Business Manager Job Description



ADMINISTRATION & ORGANISATION

LEVEL 4 - Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or Management of support staff, including coordination and delegation of relevant activities **GRADE 10**

TASKS

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities where appropriate:
- Manage support staff
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for other staff

Administration

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff -
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage the administration of Payroll system

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Experience	<ul style="list-style-type: none"> • Several years experience working in office environment at a senior level
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ Level 4 or equivalent qualification or experience in relevant discipline • Excellent numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of specialist ICT packages • Use of specialist equipment/resources • Full working knowledge of relevant polices/codes of practice/legislation • Ability to organise, lead and motivate other staff • Ability to plan and development systems • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities