



Tranmere Park Primary School

Post Title

Job Description School Business Manager

Grade

SO2/PO1 37.5 hours per week
Term Term time only + 15 days

Post(s) to which directly responsible

Immediate Line manager – Co-Headteachers

Post for which directly responsible for

Admin staff, facilities staff, cleaning and lunchtime

Purpose of job

- To contribute to the strategic leadership and management and planning of the whole school as a member of the Senior Leadership Team
- To contribute, oversee, manage, administer and develop the non-educational business of the school in support of its core value of the provision of education and the provision of teaching and learning
- To contribute to whole school management and to take responsibility for the management of budgets
- Personal assistant to the Co-Headteachers
- Systems manager for the school's administration network
- To function as line manager for all administration/lunchtime/facilities staff and assist in setting performance management targets with Headteacher for those staff
- To liaise and be the point of contact involving admin matters with DfE, Leeds City Council and other relevant bodies
- To be responsible for the management and operation of the school's finance, accounting and budgeting systems in liaison with the Co-Headteachers

Financial Management

To implement the financial decisions of the Headteachers, SLT and Governing Body

1. To be responsible for preparing/monitoring/managing the 3-year budget model projection in conjunction with the Co-Headteachers
2. To be responsible for the school's finance, accounting and budgeting functions, ensuring its efficient operation according to financial procedures
3. To maximise income generation within the ethos the school and to be the point of contact with the LA and other agencies with regard to grant applications etc
4. To ensure that correct and robust financial controls and procedures are in place
5. To attend Governors' Resources sub-committee and present budget reports
6. To ensure that the school meets all statutory and legal requirements concerning information and financial management and liaise with external auditors
7. To use financial management, especially benchmarking tools, to identify areas of relative spend, assess trends and advise the SLT accordingly
8. To prepare financial returns for the DfE, LA and other central and local government agencies within statutory deadlines
9. To ensure compliance with Schools Financial Value Standard (SFVS)

Personnel Management

1. To Act as first point of contact on personnel and payroll matters
2. To administer personnel and payroll systems
3. To be the first contact for Personnel with Leeds City Council
4. Manage all aspects of Employee/Personnel Administration
5. Manage staff contracts
6. Manage sickness and leave of absence records
7. Manage and maintain confidential staff records and to ensure that staff records held in school by others are kept confidential.
8. To be responsible for and manage the recruitment of personnel including placing of adverts, compilation of applicant's packs, arrangements for interview, seeking references in line with Safer Recruitment procedures
9. To be responsible for, manage and maintain Criminal Vetting procedures both for new and existing staff and volunteers, ensuring information is kept up to date
10. To approve and maintain records regarding holidays for fulltime associate staff
11. To be responsible for completion and return of statutory returns
12. To be responsible for the preparation of specific publications
13. To assist in the preparation and despatch of information to governors, staff, parents and pupils
14. To attend and participate in relevant meetings as required
15. To take part in the interview process when necessary
16. To take part in the Performance Management cycle of the school
17. To arrange where appropriate to arrange supply cover
18. Carry out Performance Management Reviews
19. To provide general advice and guidance to staff, pupils and other stakeholders

Whole School Administration

1. To manage the administration function including the administrative ICT facilities, school reception, reprographics, records and telephones
2. To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate management information Systems and act as Systems Manager
3. To use IT applications and Databases effectively to deliver administrative tasks
4. To communicate/deal effectively with internal & external customers and colleagues in relation to work undertaken including sensitive and complex information
5. To ensure effective communication through establishing and maintaining effective systems and processes
6. To manage day to day activities undertaken by the team
7. To manage and prioritise own and team's work to meet conflicting deadlines
8. To provide confidential secretarial/administrative support to members of SLT
9. To provide for the preparation and production and all school records and publications
10. To maintain pupil records
11. To manage enquiries re admissions from parents and carers
12. To act as correspondent for the DfE and to be responsible for the records and returns as required
13. To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness
14. To be responsible for the development/training of new team members
15. To manage administration for special projects e.g. Groove Generation
16. To write and adapt policies where appropriate
17. To promote the school to different audiences
18. To liaise with other schools

Premises/Estate Management

1. To liaise with the facilities assistant on the day to day running of the school premises
2. To be responsible for ensuring that the correct Health and Safety procedures are in place and robustly monitored
3. To negotiate, manage, monitor contracts, tenders and agreements for the provision of support services
4. To be responsible for the arrangements for school facilities including transport and bookings for school trips and residential
5. To be responsible for the letting of the school premises to outside organisations and school staff

Risk Assessment

1. To be responsible for effective Risk Management
2. To know about risk assessments and how to use them to establish hazards within the school and associated risk involved

Other

1. To contribute to the overall ethos/work/aims of the school
2. To be aware of and support differences and ensure equal opportunities for all
3. To be aware of and comply with, policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
4. Pupil welfare and first aid
5. To appreciate and support the work of other professionals
6. To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly as part of a team to deliver an efficient Service and inspire confidence in colleagues

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external stakeholders. The need to respect confidentiality is paramount.

Job Description Read by:

Date:

Job Description Approved by:

**Kirsten Finley/
Alison Hodgson**

Date: 07.11.18