

ST OSBURG'S CATHOLIC PRIMARY SCHOOL



JOB DESCRIPTION

SCHOOL BUSINESS MANAGER

Grade: G6 – Permanent, full time, term time only (+ 2 additional weeks)

Salary: Grade 6 Point 22 -29 £33,699 - £39,862

Pro Rata £30,742.56 - £36,364.87 based on under 5 years service, it will increase if more than 5 years service.

Directorate: Children, Learning & Young People - Schools

Job Purpose:

- To be responsible to the Head Teacher and be a member of the Leadership Team
- To give strategic vision and leadership to all aspects of the Budget, Finance, HR, Health & Safety and Premises
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the SLT and Governors and report to Governors
- To be responsible for the school site and its buildings, their maintenance, development and efficient use
- To function as line manager for non-curriculum support staff
- To liaise with other stakeholders including the Diocese, Schools Cluster, LA & other agencies

Duties and Responsibilities:

Strategic Role:

1. To contribute to the strategic development of the school through membership of the management team.
2. Ensure the school makes best use of its resources through strategic planning, the production of timely and fully costed proposals which are sustainable through 5 year budgets and development of effective strategies for current government initiatives and long-term educational trends and developments.

Finance

1. To plan, monitor and review the school budget, ensuring adherence throughout the school to the associated financial procedures including the preparation of final accounts and initiation and management of audit procedures as appropriate
2. Produce regular analysis and reports on the schools budget for the Headteacher and Governing Body, provide advice on financial matters and attend Governing Body meetings as appropriate.
3. Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group.
4. To be responsible for the school accounting function, including monitoring its efficient operation according to agreed procedures and conducting at least an annual review, the ordering, processing and payment of all goods and services provided to the school, the operation of all accounts, ensuring that a full reconciliation is undertaken at least once per month, maintaining an assets register and the preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
5. Prepare all financial returns for the DCFS, LA, Diocese and other central and local government agencies within statutory guidelines.
6. Maximise income generation within the ethos of the school by investigating sources of funding, formulating bids for existing and future funding initiatives, acting as point of contact with regard to grant applications, gift aid and other donations and ensuring that best value principals are adopted.
7. Seek professional advice on the appropriate insurances for the school and advise Governors accordingly. Implement approved insurances and handle claims as necessary.

Personnel Management

The School Business Manager will in partnership with the Head Teacher, provide leadership and guidance for all non-curriculum support staff, including direct line-management responsibility of administrative and clerical support staff, site service officer and liaison with catering contractors. Specific responsibilities are:

1. To be responsible for:
 - All safeguarding procedures in relation to staff, governors, students and volunteers
 - General personnel matters relating to staff
 - The preparation of paperwork to HR in relation to pension, contract, medical and DBS checks for new staff
 - The maintenance of confidential staff records and to ensure that staff records held in the school are kept confidential
 - All staff contracts and co-ordination of the administration for staff recruitment.

2. To provide leadership and guidance for support staff, including direct line management responsibility for Clerical and Administration, Non Curriculum, Technicians and premises & maintenance.
3. To be responsible, where appropriate, for the recruitment, professional development, appraisal and training of above staff.
4. To liaise with those agencies providing support services at the school e.g catering
5. To give advice to Governors on:
 - Salaries and expenses
 - Maternity and sickness procedures
 - Redundancy and other matters of dismissal
 - Policies needed to comply with legislation concerning employment protection, equal pay etc and the implementation of policies in school
6. To attend employment tribunals as necessary.
7. To ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees
8. Research, co-ordinate and implement the annual Teacher Absence Insurance scheme ensuring 'best value'. Monitor the scheme and ensure all appropriate documentation is completed.

Site Management

1. In conjunction with the Headteacher and Site Services Officer, to be responsible for the maintenance, development and security of the school site and buildings, including the preparation of maintenance schedules and efficient operation of all facilities on the property and the purchase, repair and maintenance of all furniture, equipment and fittings.
2. Oversee school lettings to external organisations and the development of extended school activities.
3. To be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the school to reduce insurance costs.
4. Monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.

Health and Safety

1. Act as the school's health and safety and fire co-ordinator including responsibility for development, implementation and review of the school's health and safety policy and procedures including fire safety and risk assessments; and the school's disaster and recovery plan.
2. In co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely

Whole School Administration

1. To manage the administrative function including ICT facilities, reception, reprographics, records and telephones, developing and implementing new systems where appropriate.
2. Ensure pupil records are maintained and that statutory and statistical returns are completed in a timely manner.
3. Any other duties and responsibilities within the range for the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible to: Head Teacher

Date Reviewed: 3rd February 2026