



Job Description

Directorate: Children's Services

Division: Archbishop Runcie CE First School

Post Title: School Business Manager Level 1 AA1197

Evaluation: 475 Points **Grade:** N6

Responsible to: Head Teacher

Responsible for: Support staff as allocated

Job Purpose: To provide a high quality of administrative, financial and other support.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Strategic Planning

1 To ensure the school makes the best possible uses of resources through effective strategic planning.

Finance

2 To ensure compliance with the financial management standard in schools.

3 To prepare budgets, prepare and present reports for governors and LA, as well as track performance to budget.

4 Prepare appraisals for delegated projects and to plan for the future development of the school in line with the school development plan ensuring best value at all times.

5 Bid for sponsorship funding or grants by developing contacts and raising the school profile ensuring the website is compliant.

6 Plan and maintain budgets for BSA and to oversee spend and hold budget holders to account.

Human Resources

7 To manage some support (office, caretaking and cleaning) staff and liaise with LA when HR queries arise.

8 To arrange cover for teaching staff during planned/unplanned absences.

9 To develop and maintain an accurate Single Central Record file.

Estate Management

- 10 Respond to security alerts along with the Head Teacher and Deputy Head Teacher.
- 11 Take an active role in liaising with architects and contractors during any building projects to ensure that the project runs to plan and making sure that contract files are maintained.
- 12 Ensure any snagging problems are followed up to the schools satisfaction.
- 13 Manage any lettings of the school premises to outside agencies.

Whole School Administration

- 14 To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.
- 15. Act as the GDPR Specific Point of Contact for both schools.

Marketing and Liaison

- 15 To help promote the school to parents, partners and the local community.
- 16 To liaise with local businesses for fund raising, arranging vocational experience and joint projects.

General

- 17 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 18 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.