Hertfordshire County Council

THE CHURCH OF ENGLAND

St. John the Baptist C.E. V.A. Primary School

Headteacher: Miss L. Hunt

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Hillside Lane, Great Amwell
SG12 9SE

Business Manager

Business Management 1
Grade: M1

Main purpose

Responsible for the planning, development, and delivery of the support function for the school and management of the school finances.

Key responsibilities

1. Responsible for business and financial management of school resources
2. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include (at least 3 areas from) administration, finance, HR, IT and facilities management including H&S.
3. Contribute to the development of training programmes/ learning opportunities and mentoring for support staff, including line and performance management of direct reports
4. Management of facilities, including premises, lettings and liaising with external contractors; line management of premises assistant/ caretaker if in post.
5. Arrange provision, analysis and evaluation of financial data and statutory reports and information to the senior leadership team, the Governing Body and outside agencies
6. Manage the procurement process in conjunction with an SLT member, including monitoring of service contracts, licences and insurance.
7. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.

Individuals in this role may also undertake some or all of the following:

1. Assist the Headteacher and governing body with income generation activities and in promoting and marketing the school.
2. Provide support, advice and guidance on administrative issues to senior staff, governing body and others.
3. Liaise with other staff, pupils, parents/ carers and external agencies.
4. Contribute to marketing and promotion of the school.
5. Manage lettings and the use of premises for the use of outside organisations and local community.
6. Coordinate, purchase, repair and maintenance of furniture and fittings.
7. Responsible for effective operation of payroll system.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The job holder is responsible for all of the school's business and administration functions.
- Work will be mostly defined by the operational management of the school but on occasion might be generated by senior and middle managers and by parental and governor enquiries. The

requirements of government and other external bodies, including the LA, will be routinely managed by the jobholder.

Knowledge, Skills & Abilities

- Significant experience in administrative/ finance roles.
- Working at or towards national occupational standards (NOS) in business and administration and knowledge/ skills equivalent to current national qualifications level 4 or having or willing to work towards the Certificate of School Business Management (CSBM). Tier 2 of the ISBL professional standards
- Knowledge of business and administration management, across a range of activities, such as finance, procurement, administration and staff management, acquired through experience.
- Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.

Supervision

- Contributes to policies and initiatives and makes budget recommendations with implications for the whole school. Manages some groups of school support staff making decisions in relation to the delivery of a range of functions.
- Line management responsibility for some support staff groups (usually business and administration, facilities and ICT).

Problems, Demands & Decisions

- Business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.
- Medium periods of concentration for meetings, reports, analysis; Management work may be interrupted, and this may require a switch from one activity to another.
- Negotiations with suppliers & deals with sensitive issues e.g., contracts, HR.

Dimensions

- Budget management and income generation responsibilities.
- Manage the procurement process, may prepare and submit bids for funding.
- May manage a number of small budgets of their own admin, premises etc. up to c £10,000.
- Will have responsibility for monitoring the whole school budget with the Headteacher.
- The postholder makes budget recommendations with implications for the whole school, which are subject to approval by the Headteacher and/ or governors in line with the schemes of delegation applicable to the setting.
- Will typically supervise/ manage up to 6 roles with grades ranging from H1 to H5.
- Will be issued with a range of ICT equipment to facilitate undertaken the work of the post.
- The work area that the post holder leads on involves a range of systems, records management and databases.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in an office environment.
- Exposure to emotionally demanding situations is infrequent.