**St Cuthbert’s RC Primary School**

**Job Description**

**Business Manager 2**

**Job Purpose**

To be responsible for supporting the Head Teacher and Governing Body in running the financial and administrative structure of the school.

**Key Duties**

* Business and financial management of school resources including budget/ financial planning and advice to the Senior Leadership Team, Governing Body and external agencies
* Manage the school’s administrative function
* Manage administration of human resources
* Develop, with the Governing Body, appropriate policies relevant to school support functions
* Contribute to the school improvement plan
* Negotiate, manage and monitor licences, insurance and contracts on behalf of the school
* Develop income generating activities, including preparation and submission of bids for funding to external agencies
* Manage facilities, including premises, lettings and liaising with external contractors
* Health and safety management of the school
* Management of data protection
* Act as Educational visits co-ordinator
* Manage and maintain safeguarding procedures