



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.