



HOTSPUR PRIMARY SCHOOL
SCHOOL BUSINESS MANAGER - JOB DESCRIPTION



POST TITLE:	School Business Manager Level 1
GRADE:	N6
RESPONSIBLE TO:	Headteacher and Governors of Hotspur Primary School
RESPONSIBLE FOR:	School administration team and externally contracted facilities staff
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

- To ensure the school makes the best possible uses of resources.

Finance

- To ensure compliance with the financial management standard in schools.
- To prepare budgets, prepare reports for governors and LA, as well as track performance to budget.
- 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.
- Bid for sponsorship funding by developing contacts and raising the school profile.
- Plan and maintain budgets for BSA and to oversee spend and hold budget holders to account.

Human Resources

- To manage some support staff and liaise with LA when HR queries arise.
- To arrange cover for teaching staff during planned/unplanned absences.
- To develop and maintain an accurate Single Central Record file.

Estate Management

- Respond to security alerts along with the Head Teacher and Deputy Head Teacher.
- 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.
- Ensure any snagging problems are followed up to the schools satisfaction.
- Manage any lettings of the school premises to outside agencies.

Whole School Administration

- To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.

Marketing and Liaison

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

General

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