



ST GREGORY'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION – SCHOOL BUSINESS LEAD

Responsible to	Headteacher
Role	School Business Lead

Purpose of the Role

- To support the Headteacher by coordinating and implementing a comprehensive range of administrative systems and procedures to meet school and Trust requirements.
- To liaise effectively with all stakeholders, including the Trust central team, governors, families and external agencies.

Main Duties

- Ensure that all visitors are welcomed professionally and comply with the school's safeguarding procedures.
- Act as a first point of contact for enquiries from parents, pupils, staff and external organisations, in person and by telephone, ensuring a consistently high-quality service.
- Monitor the school's main email account daily, responding to or appropriately directing enquiries.
- Provide effective administrative and reception support to ensure the smooth running of the school office.
- Oversee administrative procedures, management information systems and associated documentation and policies.
- Coordinate statutory and other returns, including the school census, ensuring accurate submission to the DfE, local authority, Diocese, BCCET and other agencies within required deadlines.
- Liaise with the Trust and service providers to support the effective delivery of services.
- Work independently, use initiative, prioritise effectively and meet deadlines.
- Produce and process routine school documentation and correspondence to parents and carers.
- Provide administrative support for educational visits, after-school clubs, events and meetings, and maintain office systems and diaries.

HR and Staffing Administration

- Maintain the accuracy and compliance of the Single Central Record and associated safer recruitment records.
- Maintain effective administrative systems for recruitment and pre-employment checks, working in line with school and Trust procedures.
- Prepare and process employment and HR documentation as required, including DBS administration, in liaison with the Trust central team.
- Support the Headteacher with staff absence administration, including arranging supply cover where required.
- Maintain accurate and confidential HR records, including staff absence records.
- Check monthly payroll reports and returns alongside the Headteacher and liaise with the Trust where necessary.
- Oversee and coordinate the duties of the part-time Administration Assistant.

Finance

- Assist the Headteacher with budget planning, setting, monitoring and evaluation in accordance with Trust financial procedures.
- Support the identification, procurement and effective management of resources.
- Prepare invoices and financial documentation for processing by the Trust central team.
- Maintain effective financial administration procedures and support compliance with relevant Trust requirements.
- Upload charges for educational visits, residential visits, after-school clubs and other activities to the school's approved payment system, as required.
- Monitor outstanding balances and follow agreed school and Trust procedures for debt recovery.

Whole-School Administration and Partnerships

- Provide confidential administrative support to the Headteacher and Senior Leadership Team.
- Manage the school's administrative and management information systems, including Arbor and Trust systems, ensuring accuracy, security and confidentiality at all times.
- Comply with, and support the implementation of, policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection (UK GDPR), reporting concerns promptly to the appropriate person.



- Promote equality of opportunity and support the school's inclusive ethos.
- Contribute to the development and implementation of the school's ethos, aims and priorities.
- Develop constructive working relationships with parents and carers, colleagues, governors, the local authority, the Diocese, Trust colleagues and external agencies.
- Analyse and evaluate data and information and produce accurate reports, including where information is sensitive or confidential.
- Model the professional standards and behaviours expected within the school community.

Performance, Induction and Professional Development

- Participate in appraisal and performance management arrangements within the agreed framework.
- Participate in induction, training and professional development relevant to the role, including CPD opportunities offered through BCCET.
- Attend relevant meetings and communicate effectively with colleagues across the school and wider Trust.

Health and Safety

- Maintain an orderly, safe and effective school office environment, supporting the Headteacher and Site Supervisor with compliance requirements.
- Assist the Headteacher and Site Supervisor in ensuring relevant health and safety training, records and documentation are in place and up to date.
- Liaise with external agencies and service providers, supported by the Trust Estates Manager and finance team where required.

General Requirements

- This job description will be reviewed annually, in consultation with the postholder, as part of the performance management process. A review may also be initiated at another time by either the postholder or the Local Governing Committee.
- Unless otherwise indicated, no part of this job description determines the amount of time to be spent on any particular duty or responsibility.
- St Gregory's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment will be subject to the school's and Trust's safer recruitment requirements, including an enhanced DBS check and any other pre-employment checks required for the role.
- All employees are expected to undertake relevant training and development and, where appropriate, to support the development of colleagues.
- All employees have a duty to take reasonable care of their own health and safety and that of others.
- This list is not exhaustive. Other duties commensurate with the grade and general character of the post may be required from time to time.