



Shine as Lights in the World
Philippians 2.15

JOB DESCRIPTION – SCHOOL BUSINESS MANAGER

Salary: Grade 10
Contract Type: Permanent

Introduction

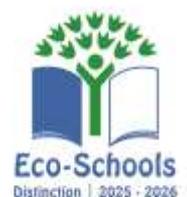
Under the direction of the Headteacher, the School Business Manager is responsible for the day to day running of; Human Resources, Health & Safety, Finance & Budget, Facilities, Lettings and Building Management.

Key responsibilities of the post:

1. Administrative & Organisation
 - Ensure completion and submission of complex forms and returns are done on time, including those to outside agencies such as DofE.
 - Develop constructive relationships and communicate with other agencies and outside professionals.
 - Manage complex administrative procedures with the school Administrator.
 - Take a lead role in marketing and promoting the school.
 - Manage the storage of all documents and records in line with GDPR regulations. Ensuring records and documents are disposed of correctly after the appropriate length of time.
2. Human Resources
 - Manage recruitment, and induction of staff.
 - Carry out line management duties as instructed by Headteacher.
 - Ensure Safer Recruitment procedures are in place and followed.
 - Managing payroll and overtime/expense claims.
 - Monitoring staff absence and managing absence disciplinary procedures with Headteacher.
 - Management, development and maintenance of HR database and systems.
 - Provide organisational and complex advisory support to staff and Governing Body.
 - Provide advice and guidance to staff and others on complex issues.



Headteacher: Mrs Katy Gent
Milton Road, Shipton-Under-Wychwood
Chipping Norton, Oxon, OX7 6BD.
Telephone 01993 830059
Email office.3257@wychwood-pri.oxon.sch.uk
Web wychwood-pri.oxon.sch.uk



- Liaise with and refer to outside agencies such as Occupational Health, absence insurance and RPA etc.

3. Health & Safety

- Health & Safety Management.
- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- Participate in all relevant training to efficiently and effectively carry out this role.
- Ensure Risk Assessments are specific, thorough and distributed to relevant staff.
- Provide advice and guidance to Headteacher and Governing Body on complex issues.
- Development and implementation of policy and procedures.
- Manage all safety compliance regulations and insurance.
- Take a lead role in preparing for and completing the annual H&S audit.
- Promote the safety and wellbeing of pupils
- Ensure all accidents, incidents and injuries are recorded and reported appropriately.

4. Finance

- Managing expenditure within an agreed budget.
- Manage financial administration procedures.
- Take a lead role in procurement.
- Undertake research and obtain information to make informed decisions.
- Take a lead role in planning, managing and evaluating the school budget.
- Report the financial position of school to the Headteacher and Governing Body.
- Manage school licences and subscriptions.
- Be responsible for finding and completing bids for grants, sponsorship and additional funding.
- Complete all end of year reports and forms accurately and submit on time to all relevant parties.

5. Facilities, Lettings & Building Management

- Manage contractors and ensure building repairs and maintenance are done in a timely and cost-effective manner.
- Manage building projects, ensuring correct planning and funding procedures are followed.
- Manage service contracts.

- Manage facilities including premises, lettings and associated income, building and projects etc.
- Ensure the building meets all regulations, standards and is compliant with insurance requirements.

6. Safeguarding

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and/or ODST.
- Participate in all relevant training to efficiently and effectively carry out the role of Designated Safeguarding Lead.
- Management and maintenance of Safeguarding reporting system.
- Provide advice and guidance to staff and others on complex issues.
- Refer to and liaise with outside agencies such as MASH, LCSS etc.
- Attend weekly Safeguarding meetings with Headteacher.

Accountability

The School Business Manager is accountable to the Head Teacher who is the line manager.

Personal and Professional Conduct

- Maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Take part in schools appraisals process.
- Make a positive contribution to the wider life and ethos of the school.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the schools' values and vision.
- Willingness to work as part of a team and show flexibility in tasks undertaken.

Wider responsibilities

- Establish positive working relationships with colleagues.
- Work with colleagues within the Burford Partnership of Schools and Oxfordshire County Council.
- Keep abreast of current good practice through reading, professional development, evaluating materials, resources and ideas.

The nature of this role will require flexibility to meet urgent work needs as they arise. Please note that this is illustrative of the general nature and level of

responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.