

		JOB DESCRIPTION		Form JD1
JOB TITLE: Business Manager			POST NUMBER: E****745	
REPORTS TO (Job Title):			Headteacher	
DEPARTMENT: Naburn CE Primary School			GRADE: 8	
JE REF:		1292	PANEL DATE:	260606
1.	MAIN PURPOSE OF JOB To be responsible for the provision of financial and other management information to guide strategic decisions. To Supervise a team of staff			
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:			
	i.	To be part of the School SMT and responsible for the strategic management for aspects of school management.		
	ii.	Line managing groups of staff who carry out a wide range of differing tasks e.g TA's. MSA's etc. Represent support staff at senior level. To manage the teams workload, allocating work to others within the team and ensuring competing demands are reconciled.		
	iii.	Support Headteacher and other senior staff with HR admin. To recruit and select and to be responsible for the training of all school support staff.		
	iv.	Whole School budget is directly controlled and postholder reports to the Headteacher and Governors on financial issues		
	v.	Required to manage budgets for various areas of the school, ensuring that all equipment and services purchases are cost effective and meet school requirements.		
	vi.	To produce letters, documents and reports often of a complex nature, within set guidelines and proscribed timescales. Will be required to deal with and respond to complaints.		
	vii.	Take a lead role in planning, developing & designing systems, policies and procedures.		
	viii.	Responsible for the provision of specialist advice and guidance to the SMG / Governing body.		
	ix.	Generating financial income and responsible for marketing and promotion bids and income generation and management of community links,		
	x.	Responsible for extended schools facilities (where appropriate).		
	xi.	Manages service contracts.		
	xii.	Responsible for tendering.		

	xiii.	To undertake special projects/assignments relating to strategic management of the school.
3.	SUPERVISION / MANAGEMENT OF PEOPLE	
	<p>Setting work/line managing groups of staff who carry out a wide range of differing tasks e.g TA's. MSA's etc. Represent support staff at senior level</p> <p>No. Reporting - Direct: Usually 5 or more staff</p>	
4.	CREATIVITY & INNOVATION	
	<p>Subject to minimal supervision, established procedures, practices and routines, where these exist.</p> <p>Will be required to deal with complex problems on a daily basis.</p> <p>Will be required to use initiative and interpret legal guidelines.</p> <p>The postholder uses initiative in proposing changes to working practices and/or processes for own and departments work</p> <p>Continually assessing work improving systems as necessary.</p> <p>Publicise and market the school through the media and internet, build business partnerships.</p> <p>Ability to give advice and seek information from pupils / parents</p> <p>Oversee the production of all school publicity / marketing publications</p>	
5.	CONTACTS & RELATIONSHIPS	
	<p>Providing advice to the SMT and team leaders on a regular basis to give and receive information and on ways to deal with unresolved issues.</p> <p>A confident, calm and firm manner may be required.</p> <p>All staff, pupils, parents, and Governors.</p> <p>Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.</p> <p>Other outside agencies (Police, health services etc).</p>	
6.	DECISIONS – discretion & consequences	
	<p>Management / prioritisation of own workload and of that of all support staff in line with schools strategic aims, delegating work as appropriate.</p> <p>Responsibility for the recruitment and selection of school staff.</p> <p>Negotiation, problem solving, giving advice and seeking information.</p> <p>Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines.</p> <p>Use judgement to design, develop and implement modification / variations to processes and working arrangements, to improve the quality of the work of the team.</p> <p>Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.</p> <p>The role the jobholder undertakes can have a significant effect on the staff morale and efficiency of the operation of the department and the service it provides.</p>	

7.	<p>RESOURCES – financial & equipment <i>(<u>Not</u> budget, and <u>not</u> including desktop equipment.)</i></p> <p>Description (Value) Normal office equipment. Responsible for the accurate handling and security of larger sums of cash and cheques or financial resources eg petty cash.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands Unpredictable with little routine. Required to work to strict deadlines set by external organisations or LA May be required to negotiate extensions to deadlines</p> <p>Physical Demands, This role is largely office bound but sometimes involves moving around the school premises</p> <p>Working Conditions Normal office environment.</p> <p>Work Context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>Computer literacy, numerate, typing/secretarial skills A good understanding of a number of routine administrative work procedures and always seeks to improve existing practices. Knowledge of a range of computer software packages including finance systems Ability to work under pressure to deadlines. Knowledge of Health and Safety issues Ability to input, understand and present data. Ability to prioritise own work and that of others in line with schools strategic aims. Ability to supervise, train and induct staff and prioritise their work. Ability to give clear, accurate advice Requires skills for planning, development and monitoring of support services Requires persuasive, influencing skills for dealing with staff, governors, and external contractors Understanding of child protection issues. A pro-active record of CPD.</p>

10. Position of Job in Organisation Structure

