



Thornhill Primary School

Job Description

Job Title:	School Business Manager 1
Job Purpose:	To be responsible for the planning, development, and implementation of financial and administrative services within the school.
Reports to:	Headteacher
Salary Grade:	Grade 9
Working Hours:	37 hours per week term time only plus 2 weeks (to be agreed with the Headteacher based on the business needs of the school) (Monday – Thursday 8:30 am to 4:30 pm, Friday 8:30 am to 4:00 pm)

Purpose of the Post

To be responsible for the planning, development, and implementation of financial and administrative services within the school.

Main duties and responsibilities of the post

- Be responsible for business and financial management of school resources
- Manage the schools administrative function through planning, developing, designing and monitoring administrative systems and procedures
- Manage the schools finance function including orders, invoices, income, petty cash, reconciliations and budget monitoring
- To manage income generation activities (including wrap around care and nursery funding). This includes managing income received via ParentPay and debt collection.
- Manage the private school fund
- Manage the administration of human resources ensuring all timesheets and changes to staffing are notified to payroll
- To provide direct line management responsibility to support staff including office and premises staff

- Manage the procurement process, including securing appropriate service contracts, licences and insurance and ensuring value for money
- Maintenance of a fixed asset register and annual stock checks
- Management of facilities, including premises, lettings, health and safety and liaising with external contractors
- Arrange provision, analysis and evaluation of data and detailed reports and information for the senior leadership team, the Governing Body and outside agencies
- Prepare and submit bids for funding from outside agencies under the direction of the Headteacher
- Completion of annual returns e.g. Census, Schools Financial Value Standard
- Provide secretarial and admin services to the Headteacher including diary management
- Manage the schools secure e-mail account
- Responsibility for the single central record
- Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
- Assist the Headteacher and governing body with promoting and marketing the school
- The post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

Successful candidates will be subject to the school's verification and vetting process. This includes an enhanced Disclosure and Barring Service (DBS) check.