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JOB DESCRIPTION & PERSON SPECIFICATION

Job title	School Business Manager
Grade	Hays 8 (points 20-30)
Location	Lyndhurst Primary School
Reporting to	Headteacher

Job purpose

The Primary School Business Manager will provide comprehensive operational and business management support to the Headteacher, ensuring effective management of financial resources, administration, information technology, health and safety, and facilities. This role is responsible for the overall management of the school's operational functions to achieve an excellent educational provision for pupils and staff

General duties

- To participate in any stakeholder facing requirements in line with expectation of the Headteacher.
- To liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- To work with Trust central team and other schools and leaders in the Trust network, to establish good practice throughout the network, offering support where required
- To carry out any duties and responsibilities assigned as reasonably directed by the Headteacher.

Safeguarding

- Understand the school's procedures for if a pupil discloses a potential safeguarding concern and what to do in the case of a child protection concern.
- Be a general and active advocate of maintaining excellent safeguarding standards across the whole school and improving these where possible.

Administration Management

- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Support the office team to provide a professional and efficient front of house service for all stakeholders
- Monitor and assess the administrative performance of the school, ensuring transparency and honesty.
- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations.
- Remain up-to-date with DfE statutory guidance and legislation that impacts the school.
- Prepare information for publication and returns for the relevant bodies, such as the DfE.
- Support with sustainability initiatives, including recycling and the school travel plan, contributing to net zero aims.
- Act as a key link to local community services and businesses, developing a strong local reputation of the school and positive community involvement.
- Be available during school holidays to liaise with external contractors and school leaders, ensuring continuity of operations.

- Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
- Assist the SLT and relevant staff members in ensuring that the school meets all statutory obligations.
- Manage the performance, discipline, grievance and competence procedures of the administration and office teams.
- Help office staff identify areas for CPD and ensure those opportunities are available

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ICT and Management communication systems

- Be familiar with data protection legislation and how it will impact upon the school's practices, in liaison with the Trust DPO service.
- Understand the management information systems that are currently used in the school (Bromcom, Parent Pay)
- Ensure the relevant documents and forms are easily available to staff.
- Maintain and update the school's website

Financial responsibility (school based)

- Monitor, assess, and review the effectiveness of operational policies and procedures, recommending improvements as necessary.
- Quality assure delivery of budgets including delivery of budget holder training and support.
- Oversee and quality assure the financial management of school trips and music provision.
- Find and help to implement appropriate methods of income generation that can be used to acquire extra funds for the school.
- Have a sound understanding of the pupil premium grant and how to track its effectiveness.
- Manage the monitoring of debtors, school generate income and grant income and nursery fees.

Financial responsibility (with central finance team)

- Work closely with the Charter Schools Educational Trust central team (HR, Governance, Compliance, Finance, Estates) to implement and follow in-school processes.
- Ensure formal finance agreements with providers are in place and compliant with Trust requirements.
- Conduct monthly reconciliations of finance systems, preparing for CEO's monthly management accounts

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Health and Safety

- Manage health and safety arrangements, in liaison with the headteacher and site manager, ensuring that these practices meet statutory obligations and that they are reflected in the Trust's Health and Safety Policy.
- Ensure that health and safety issues are monitored effectively, and delegate responsibility to the relevant members of staff, such as the site manager.
- Establish and implement a system that can be used to identify potential hazards, taking the relevant action from this identification.
- Have managerial oversight of day-to-day health and safety within the school, ensuring compliance with policies and fire safety guidelines.

Safeguarding:

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

Health & Safety

The Charter Schools Educational Trust is committed to promoting the health and wellbeing of our staff and pupils by managing conduct and behaviour effectively to ensure a good and safe working and learning environment.

Working within the community

The Charter Schools Educational Trust is committed to working closely with our communities to ensure a collaborative and harmonious relationship that is supportive of those around us.

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The details contained within this job description are intended to give an overview of the requirements of the role. All employees of The Charter Schools Educational Trust are expected to work in a positive and collaborative way that supports the overall Mission, Vision and Values of the Trust. This includes showing flexibility in the tasks undertaken in order to deliver this aim.

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The table below provides a list of the essential and desirable skills and qualities required for someone undertaking this role:

Skill / Attribute	Essential	Desirable
Qualification <ul style="list-style-type: none"> Physical ability to perform the duties of the post with the support of aids or adaptations as required. Successful experience in a financial, personnel and/or administrator role. GCSE grade C or above including English and Maths or equivalent. Experience of working for a school. Higher Education qualification in a Business or Management-related field. Experience of working in a customer-facing environment. Experience of working with sensitive/confidential information in an appropriate and professional manner. 	✓ ✓ ✓ ✓	✓ ✓ ✓
Experience <ul style="list-style-type: none"> Experience of using computerised systems (Bromcom, PS Financials MCAS) for budget management, and in an administrative environment. Experience of providing high-level business support: including leading, and working collaboratively with, colleagues to ensure tasks are completed on time and to a high standard. Experience of collating information for school census and generating census returns Experience and skills in dealing appropriately with front of house including confrontational situations and the knowledge of how to defuse situations and when to refer to line management. Proven experience leading, and working as part of, a high impact and successful team. Experience of successful income generation. Experience of social media management and managing a website 	✓ ✓ ✓ ✓ ✓	✓ ✓
Knowledge <ul style="list-style-type: none"> An understanding of the functions and duties of a school and its relationship with the community, other educational establishments, children's schools, nurseries and the Local Authority. Knowledge of budget management and resource planning, and a practical knowledge of different avenues of funding. Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people including the management of the school's SCR and safer recruitment Knowledge of HR processes – e.g. sickness absence, recruitment, disciplinary, flexible working Knowledge of the application of Health & Safety in a school setting, including good practice relevant to maintenance and upkeep of public buildings and the carrying out of risk assessments. 	✓ ✓ ✓ ✓ ✓ ✓	
Skills/Abilities <ul style="list-style-type: none"> The ability to ensure that confidentiality and professional discretion is maintained at all times. Ability to undertake a wide range of finance, personnel, premises and administrative tasks. Ability to collate statistical data from a range of sources, understand the data and present in written reports that can be easily understood by all stakeholders. 	✓ ✓ ✓	

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<ul style="list-style-type: none"> • Ability to assimilate information readily and speedily. • Excellent communication skills both orally and in writing including being able to respond appropriately to staff, governors, pupils, external agencies, and the Local Authority. 	✓ ✓	
Personal qualities <ul style="list-style-type: none"> • A commitment to the values and ethos of the school, and to being an active part of the school community. • Attention to detail and accuracy • Can work under pressure in a constantly changing and demanding environment, and to adapt to changing priorities across the year. • Be a professional, calm and empathetic person • A strong commitment to continuing professional development including learning new skills and ICT programmes. 	✓ ✓ ✓ ✓ ✓	