



## **St Anthony's Girl's Catholic Academy**

### **JOB DESCRIPTION**

**POST TITLE:** Business Manager

**GRADE:** Grade 7

**RESPONSIBLE TO:** Headteacher

**RESPONSIBLE FOR:** Admin staff, Site Staff and Catering staff

#### **Overall Objectives of the Post:**

To lead the administrative, site and catering teams within school.

To provide professional and confidential business support service to the school, working closely with and supported by the Trust Central team.

#### **Key Tasks of the Post:**

***1. You will support senior leadership at the school and the trust with the management of administrative procedures, you will:***

- Lead and manage administrative staff and functions within the school.
- Lead and manage the site and catering functions within the school
- Lead the appraisal process and staff development for your teams.
- Work effectively with all members of the Trust Central team, following trust procedures.
- Manage and co-ordinate the School Single Central Record, supported by the Trust HR team where required
- Oversee and contribute to the administration of the recruitment/HR procedures within school, liaising with all stakeholders.
- Ensure the MIS systems are up to date.

- Liaise with colleagues in school and the Trust Finance team regarding the checking and authorisation of the monthly payroll.
- Oversee and support trust finance procedures ensuring school level actions take place in a timely manner.
- Liaise with the Trust central team on providing feedback on Trust-wide SLA's in place
- Oversee the admissions process, liaising with the senior leadership team link and admin.
- Oversee the GDPR systems and processes within school, liaising with the DPO where required.
- Liaise with Trust staff/take school actions forward to meet the business needs of the school.
- Attend and contribute to Trust-wide business meetings and training.
- Co-ordinate and implement all Trust-wide policies within the school environment
- Support the Central team with the implementation of any Trust-wide systems/procedures
- Provide project support at the request of the Headteacher.
- Work with stakeholders to ensure school events and planned and executed to a high standard.
- Work with the SLT to ensure the school website is compliant
- Support with governance procedures
- Support with fundraising opportunities

**2. *You will be responsible for making a strategic contribution. You will:***

- Understand the School's vision and priorities and how your role contributes to them. Keeping abreast of organisational issues, demonstrating knowledge and understanding of the School Development Plan.
- You will support the Headteacher appropriately in the decision making processes of the School relating to your area of work.
- Contribute to the overall ethos/work/aims of the school.
- Relate your work to colleagues and leaders across the School and Trust.
- Embody the attitude, views and passion of a rapidly changing, progressive School
- You will assess and anticipate customer needs, for example, Headteacher, the Trust Central team, the Local Governing Committee, Diocese, LA, senior leaders, parents/carers, external organisations and members of the public.

**3. *You will be responsible for developing your work programme. You will:***

- Plan and organise your workload ensuring work is completed to a high standard, on a timely basis.
- Demonstrate total professionalism, propriety and value diversity.
- Make a positive contribution to team working.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EHN

Date: 17/11/2022