



St Mary's Catholic Primary

Glenure Road, Eltham, London SE9 1UF | 0208 850 7835
office@stmary-rc.greenwich.sch.uk | www.stmaryrc.org.uk
Co-Headteachers: Mr Jonathan Sims & Ms Clare Phipps
Chief Executive: Mr David Garrido

Job Description: Business Manager

Job Purpose: Strategic vision and leadership to facilitate excellent standards of teaching and learning

Finance Responsibilities

- Work closely with the Trust's CFO
- Oversee the finances of the school, including authorising orders, and payments and reconciliation of all bank statements and overseeing all aspects of School Fund.
- Prepare and monitor detailed expenditure reports and analyse as required
- Work in conjunction with the Co-Headteachers and Governing body to determine priorities for expenditure with regards to the School Budget, School Fund and any additional funding received taking into account the School Improvement Plan
- Identify and inform the Co-Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Ensure Best Value is achieved by close monitoring of procurement processes
- Prepares bids for funding as required and ensures that the school maximizes its funding and income from all sources
- Prepares, for approval by Governors, the annual Budget Plan, Revised Budget Plan, Draft Budget Plan, and provides specific expertise in longer term plans ensuring an effective link with School Development Plan priorities
- Ensures that expenditure is monitored and controlled in line with the Budget Plan, that budget holders are supported to enable them to control their budgets, accurate financial records are maintained and reported on a regular basis to the Co-Headteachers and Governors.
- Prepares financial appraisals for particular projects and the development of long term initiatives for the school
- Ensure that the inventory of equipment is maintained



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- Manages tender processes for all service contracts and monitors all insurance policies, with a view to cost effectiveness
- Monitors and controls capital expenditure on buildings and grounds, places contracts, appoints and monitors contractors
- Takes delegated responsibility for financial decisions following appropriate discussions with the Co-Headteachers
- Ensures all statutory and statistical returns are accurately completed and submitted on time

Facilities Management

- To coordinate the management, development, and maintenance, and efficient use of the buildings, facilities, grounds, and furnishings
- Ensures the appropriate placing and monitoring of all service contracts
- Oversees the security, maintenance, heating, cleaning and other general site services
- Oversees services provided to the school by external agencies including tender processes
- To oversee the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out of school use, with particular reference to the needs of the local community
- Oversees purchase, repair and maintenance of all furniture, equipment, and fittings, in line with Value for Money principles
- Ensures that quotes are obtained in line with the school's Financial Regulations
- Ensures that the quality of work by contractors is monitored effectively and reported to Governors as appropriate
- Responsibility for Health and Safety matters within the school
- To keep records of, and to initiate, regular fire practices and alarm tests. To ensure emergency procedures are current and timely



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Management and Leadership Duties

- To be responsible for the Single Central Record ensuring all checks are kept up to date.
- Direct line management responsibility for all office and premises staff. Including setting clear, measurable objectives, monitoring and reviewing. Managing and monitoring staff absence in accordance with policy and procedures, the induction procedures for new staff and staff training and development plans/objectives
- Ensuring compliance with legislation and guidance including safeguarding requirements, employment law, pay and pension issues, health and safety.
- As a member of the Senior Leadership Team, assist the Governing Body and Co-Headteachers in establishing the policies, systems and procedures through which the school's aims and objectives will be achieved, including development of strategic and resource plans.
- Supporting and encouraging the Academy's ethos and its objectives, policies and procedures.
- Benchmark systems and information to assess trends and make appropriate recommendations, i.e., compare school's situation with that of similar schools.
- Overseeing operation of the school payroll system
- To liaise with the Data Protection Officer to ensure the school carries out its responsibilities in relation to GDPR legislation
- To submit HR returns as required
- Any additional duties as requested by the Co-Headteachers

The Multi-Academy Trust

St Mary's is part of SELCAT, a successful and growing MAT. There will be opportunities for the Business Manager to play a pivotal role across the Trust – details of which will be discussed at the appropriate point.



St Mary's Catholic Primary School is part of South East London Catholic Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 13260387. The registered office is at Mary Magdalen House, Howson Road, London SE4 2BB.