



# Heatherside Infant School

## Business Manager Role Profile



Role Purpose	As a member of the schools' senior management team, to manage the business elements of the school including Finance, HR, Health & Safety, Buildings
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Be accountable for all income and expenditure for the school</li> <li>• Manage the resources of the school effectively and in a compliant manner</li> <li>• Prepare, manage and monitor the annual budget and three year forecast</li> <li>• Provide information and advice to the Governing Body on all financial matters</li> <li>• Manage the capital budget of the school</li> <li>• Manage the activities of the Finance Assistant in the areas of payroll, purchasing, invoicing and cash management</li> <li>• Ensure compliance with legislation and Hampshire County Council policies.</li> </ul>
<b>HR</b>	<ul style="list-style-type: none"> <li>• Provide advice and information to the HT and Governors on all HR matters</li> <li>• Work with the HT on the annual staffing review</li> <li>• Manage the recruitment process; ensuring compliance, safeguarding checks are completed and contracts are set up</li> <li>• Oversee safeguarding checks for volunteers</li> <li>• Manage and routinely monitor the payroll</li> <li>• Manage staff records</li> <li>• Provide HR advice and guidance to staff</li> <li>• Ensure compliance with legislation and Hampshire County Council policies</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Lead on all H&amp;S for the school</li> <li>• Lead on Fire Management</li> <li>• Complete Risk Assessments</li> <li>• Co-ordinate staff H&amp;S training</li> <li>• Ensure compliance with legislation and Hampshire County Council policies</li> </ul>
<b>Buildings</b>	<ul style="list-style-type: none"> <li>• Manage any building projects in the building and grounds</li> <li>• Ensure building repairs and maintenance are scheduled and undertaken</li> <li>• Work with the Site Manager to ensure that the building is maintained and cleaned to a high standard</li> <li>• Ensure compliance with legislation and Hampshire County Council policies</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Contribute to the development and implementation of the longer term vision and objectives of the school as part of the senior management team</li> <li>• Provide cover in the office as necessary including answering the phone, reception duties, dealing with children and first aid</li> <li>• Regular attendance at Governor meetings</li> <li>• Additional duties as necessary bearing in mind this is a busy infant school!</li> </ul>
<b>Reporting Structure</b>	Reporting directly to the Head Teacher
<b>Staff responsibility</b>	Management of Finance Assistant Management of Site Team Work as part of the office team alongside the Admin Officer