



## Job Description: School Business Manager

The School Business Manager will manage the Schools Finances, Property, Office Management and Site Health and Safety to contribute to the ongoing success of the College.

Employment Contract: Support Staff in Schools Collective Agreement  
 Conditions: Fulltime, Permanent  
 Hours of work: 40 hours per week, Monday – Friday  
 Reports to: Principal  
 Functional relationships: Senior Leadership Team, Board of Trustees, support staff, teaching staff, students, contractors, Hamilton Diocese, auditors, external suppliers, banks and other external providers

Key Tasks	Performance Areas
Senior Leadership Team	<ul style="list-style-type: none"> <li>• Attend and contribute to discussion and decision making</li> <li>• Provide reports to the SLT and Board related to strategic decisions on property and finance</li> </ul>
Support Special Character	<ul style="list-style-type: none"> <li>• To work as a member of a team, contributing to the Special Character of the school including attending professional development on its catholic and Lasallian Character</li> <li>• To be an appropriate role model for the students</li> <li>• To model the ideals and behaviours that exemplify the principles and vision of the school as a Catholic and Lasallian College</li> </ul>
School Finances	<ul style="list-style-type: none"> <li>• Develop and manage financial systems, policy and procedures</li> <li>• Ensure efficient and effective financial management of the school finances</li> <li>• Prepare Annual and Revised Budgets</li> <li>• Prepare and present monthly financial reports to the Property and Finance Committee and the Board of Trustees</li> <li>• Member of Property &amp; Finance Committee</li> <li>• Preparation of the annual accounts, in keeping with Ministry of Education guidelines and statutory reporting</li> <li>• Liaise with external auditors and co-ordinate audit of annual accounts</li> <li>• Report and contribute to the Board’s development of long term strategies and plans for Finance</li> <li>• Run finance workshops/training for new Leaders of Learning / HOD’s on financial procedures and reporting</li> </ul>

	<ul style="list-style-type: none"> <li>• Produce monthly account reports for budget holders and liaise on expenditure</li> <li>• Member of Property &amp; Finance Committee</li> <li>• Manage banking authorities</li> <li>• Monitor monthly expenditure of all areas of budget and liaise with staff concerned</li> <li>• Maintain an up to date Asset Register of all school assets, inventory items and adjust insurance cover accordingly</li> <li>• Liaise with Principal in relation to annual Diocese funding for resourcing and process and monitor accordingly.</li> <li>• Responsibility for the management of the Uniform Shop</li> <li>• Monitor all school bank accounts including term investments to enable maximum interest received.</li> <li>• Oversee and support Novopay staff and if necessary prepare the payroll in the payroll officer's absence</li> <li>• Ensure knowledge of all changes to Financial Reporting Standards is kept up to date</li> <li>• Member of the PD Committee</li> </ul>
Property	<ul style="list-style-type: none"> <li>• Monitor all property related expenditure in all areas of property management to ensure it is within budget</li> <li>• Report and contribute to the Board's development of long term strategies and plans for Property</li> <li>• Management of the Property Team</li> <li>• Liaise, survey and prepare contracts for supply of services and supplies to College</li> <li>• Review and update Property Policy's when up for renewal</li> <li>• Ensure a rolling replacement for furniture and equipment in conjunction with the Property Manager</li> <li>• 5 and 10 year property planning for maintenance in conjunction with the Property Manager</li> <li>• Liaise with the Hamilton Diocese regarding 5 and 10 year capital property planning</li> <li>• Monitor, record and maintain an up to date inventory of all school capital assets and resources.</li> <li>• Monitor leasing contracts for school leased equipment.</li> <li>• Liaise with the school insurers regarding any claims</li> <li>• Monitor all property related contracts for services undertaken within College</li> <li>• Liaise with service providers for on services, i.e. grounds, cleaning, security etc.</li> <li>• Responsible for allocation of school keys</li> </ul>
Site Health & Safety	<ul style="list-style-type: none"> <li>• Ensure all site health and safety is meeting the relevant Health and Safety at Work Act legislation</li> <li>• Liaise with the Property Manager on all site health and safety issues</li> <li>• Member of the schools Health &amp; Safety committee</li> <li>• Accurate reporting of any health and safety issues as required under the Health &amp; Safety at Work Act</li> </ul>
Property Projects	<ul style="list-style-type: none"> <li>• The main School contact/project manager for any School Property Projects</li> </ul>

	<ul style="list-style-type: none"> <li>• Work closely with the Diocese, Architects, Construction firms on all property projects</li> <li>• Ensure site Health and Safety is covered</li> </ul>
Office Management	<ul style="list-style-type: none"> <li>• Management of the Administration Team</li> <li>• Annual staff appraisals and goal setting</li> <li>• Manage absences, ensure all staff have coverage if anyone is away</li> </ul>
Ad hoc Projects	<ul style="list-style-type: none"> <li>• Undertake any other project as requested by the Board of Trustees or Principal as requested</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Complies with the Health and Safety legislation, Schools policies and procedures</li> <li>• Follows safe working procedures</li> <li>• Reports hazards promptly</li> <li>• Knows what to do in emergencies</li> </ul>

## Person Specification

Qualified Accountant (ACA or CA preferred)  
 Previous management of staff essential  
 Financial report writing skills  
 Experience with Xero and other financial packages  
 A high working knowledge of MS products, i.e. Excel, Word  
 Working knowledge of gmail, google docs  
 Knowledge of HR legislation  
 Knowledge of Health and Safety legislation  
 Previous experience in a school environment advantageous  
 Support of the special character of the school

## Personal Attributes

Excellent communication skills both written and verbal  
 Ability to be able to interact with all levels of staff  
 Strategic thinker  
 Practical, proactive  
 Accurate and analytical  
 Team-orientated  
 Self motivated, detail orientated  
 Be highly motivated and enthusiastic  
 Good organisational and administrative skills  
 Multi-tasker  
 Strong attention to detail  
 Trustworthy

Signed: \_\_\_\_\_ (Employee)

\_\_\_\_\_ (Manager)

Date: \_\_\_\_\_