

# Position Description



POSITION TITLE: Business Manager  
ESO GRADE: Grade 6  
ESO STREAM: Administration  
EMPLOYMENT TYPE: Permanent (0.96FTE)  
HOURS: 37.5 per week and 46 weeks per year

## Background

St Thomas More and St Mary Magdalene's Primary Schools are separate business entities, united with a Principal across both schools and a Head of Campus at each site. This provides opportunity for student and staff connection and collaboration to ensure the highest quality Catholic Education is provided to all students enrolled at each school.

The Business Manager is directly responsible to the Principal and is the member of the Leadership Team responsible for the infrastructure and operational functions of each school. Aligning systems and financial structures across both sites to ensure consistency for staff and growth opportunities.

## Key Working Relationships

- Principal / Head of Campus for both sites
- Members of Leadership Teams
- Finance, Administration, OSHC, Grounds, WHS and Canteen Education Support Officers
- Teaching staff and Curriculum Education Support Officers
- External stakeholders, contractors and visitors

## Broad Purpose

Under the broad direction of the Principal (or delegate), the position of Business Manager is intrinsic to the school communities. This is a unique position and requires a collaborative approach to support the Leadership Team and staff in different contexts, honouring their individual school visions, whilst providing a consistent approach to financial control. The Business Manager will work collaboratively with the Principal and other school leaders to manage the operational support and financial functions of the school.

The position provides leadership to non-curriculum Education Support Officers in finance, administration, OSHC, grounds & maintenance and canteen departments. An efficient and responsive customer focused administration service is expected to provide support to the school community.

This position requires comprehensive experience and professionalism to lead staff and assist the Principal to fulfil the school's strategic and operational objectives.

## KEY RESPONSIBILITIES

Duties include, but are not limited to:

### 1. Leadership, Planning & Development

- In close collaboration with the Principal and Leadership Team, draft the school's Strategic Plans, Annual Improvement Plans, and Master Plans to support building and other projects.
- Support the Principal in fulfilling all statutory and legal requirements relating to business and finance to ensure compliance.
- Have overall responsibility for supervision of non-curriculum Education Support Officers in the Services, Resources and Administration streams.
- Develop, implement and monitor the administration activities of the schools to deliver a high level, professional customer service that effectively supports students, families, staff, volunteers and models Mercy values.
- Oversee professional development and training arrangements for non-curriculum staff, outworking annual reviews and other requirements of the professional learning plan.
- Manage significant and/or extensive projects and programs in accordance with school goals and prepare briefing notes and reports for the Principal (or delegate) and school board to document progress.
- Identify inefficiencies, generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services, and manage change in accordance with required business and industrial processes.

### 2. Finance

- Provide strategic leadership and direction for the long-term forward planning of school finances, including operating and capital works plans. Provide specialist financial advice, reporting, and policy formulation to inform senior leadership, School Board, and the Finance Committee to achieve responsible financial decisions.
- Prepare funding submissions, administer funding grants and prepare and submit school loan documentation for building projects.
- Manage the preparation of the school's annual budget and proactively monitor all budget areas, approve requisition forms, and provide regular financial statements to school leaders/board.
- Coordinate accounting processes and supervise, support and approve regular accounts payable and accounts receivable activities and ensure all funds, including investments are effectively accounted for. Undertake month end reconciliation, roll-over, financial reporting and analysis and prepare reports and arrange annual independent auditing of school financial data.
- Oversee the financial activities of the Canteen and Out of School Hours Care (OSHC) and Vacation Care, providing leadership and advice to managers in these areas.
- Develop proposed annual school fees schedules in conjunction with the Principal and School Finance Committees for approval by School Boards.
- Manage the preparation and distribution of regular fee statements and monitor fee collection and the school card scheme. Negotiate with families as required in accordance with policy in a positive and constructive manner to actively reduce outstanding debt.

### 3. Payroll

- Oversee the payment of staff salaries, and all record keeping in relation to the payment of staff and ensure that the payroll is correct and accurate.
- Ensure staff service records are up to date and maintained through regular review and monitoring.
- Prepare and submit to the Catholic Education Office claim for reimbursement of staff costs as appropriate (long service leave, parenting leave, sick leave etc).

### 4. Contracts and Facilities Management

- In consultation with the Principal, develop a five-year maintenance plan for facilities, arrange contractors as required and ensure the schedule is adhered to.
- Negotiate servicing contracts in conjunction with Principal.
- Ensure adequate insurance and security of the schools' assets and facilities and administer insurance claims as required.
- Direct and supervise grounds and maintenance contractors.
- Liaise with key contractors in regard to Master Building Plan, to ensure all future requirements of administration and curriculum needs are met, paying particular attention to the viable funding of such facilities in relation to the five year financial plan.
  - Ensure adequate insurance cover for the school's assets and facilities are current and effective, and administer claims as required. Maintain a current and accurate asset register.

### 5. Administration & Human Resources

- Report to the Principal (or delegate) and make recommendations regarding the provision of services and review administrative operations and determine their effectiveness, as appropriate. Manage significant and/or extensive projects and programs in accordance with school goals.
- Maintain school filing and archiving systems and procedures.
- Generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services.
- Preparation of briefing notes and reports for the Leadership Team and School Board.
- Identify inefficiencies and manage change requiring evaluating, analysing, developing and implementing revised systems and procedures.
- Ensure that the school meets/complies with all industrial requirements and criteria.
- Provide advice and information to the Leadership Team and other staff on conditions of employment, salaries, leave and other employment related matters.
- Support the recruitment processes of the schools, as required.
- Participate in the selection of non-teaching staff including determining job requirements and allocating/re-allocating individual human resources.

## 6. General

- Lead and support the development of a best practice WHS culture and implement and manage WHS strategies as required. Ensure WHS matters are dealt with expeditiously and in accordance with legislative requirements and oversee WHS compliance throughout the school.
- Oversee modifications and upgrades to the computer hardware and software, in consultation with Principal, Leadership Team and ICT personnel.
- Attend committee meetings as required by the role.
- Actively participate in regular performance reviews and undertake training as required.
- Other duties as required.

### PERSON SPECIFICATIONS

- A higher education formal qualification (i.e. Degree) in Business, Accounting (or equivalent) and/or comprehensive relevant demonstrated knowledge and experience. Experience working in a school environment in a comparable position is highly desirable.
- Professional knowledge, skills, and experience with administrative and financial management. Comprehensive knowledge of industrial and WHS legislation is also required.
- Willingness to uphold, model, and positively contribute to the Catholic culture and ethos of the School.
- Demonstrated experience in undertaking extensive research and investigation that leads to and informs the development of policy and strategies of significance to the strategic direction and governance of the school.
- Generate and evaluate complex ideas through the analysis of information and concepts.
- Exceptional interpersonal skills to interact positively throughout the school community. This includes excellent written and verbal communication skills to successfully lead and work collaboratively within a team environment.
- Ability to use highly developed interpersonal skills to influence, persuade and/or motivate others to achieve critical objectives and to resolve complex conflict situations.
- Ability to self-manage, work under minimal direction, and exercise significant independent professional judgement.
- Highly developed planning and organisational skills and accountability to effectively prioritise workload and deliver required outcomes on time.
- Demonstrated ability to maintain confidentiality and discretion at all times.
- Demonstrated ability to effectively lead and deal with unexpected situations, including supporting others, as applicable.
- High proficiency computer skills including Outlook, advanced MS Word, PowerPoint, and Excel with an ability to train and support others with same.

## SPECIFIC REQUIREMENTS

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- First Aid Qualification as directed by the school.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.