

Southmead Primary School
Princes Drive,
Southfields
SW19 6QT
The London Borough of Wandsworth

Southmead Primary School
Job Description
SCHOOL BUSINESS MANAGER

Summary of main conditions of service and full Job Description and Person Specification

Duties include: Responsible for and manage the operation and delivery of support services within the school. Responsible for and manage the planning, development and monitoring of support services. Management of staff including commissioning and delegation of relevant activities. Member of the school’s senior management team

Duration	Permanent
Grade	£41,236 - £46,969 actual salary per annum depending on qualifications and experience (PO3 to PO4 33-39 spinal points) Term Time only + 2 weeks
Responsible for	Administrative Assistants
Hours	41 weeks pa 36 hours per week
Accountable to	Headteacher
Conditions of Service applicable	NJC for Local Government Services (Green Book)
Method of Payment	Monthly (15 th)
Annual Leave	Notional hours

The annual leave year is the 12 month period beginning 1 April each year.

For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.

For AYR staff annual leave entitlement may be taken on term days to be agreed with the Headteacher and in school holidays. The entitlement must be pro rate for AYR part-time staff who do not work every day.

Annual Leave entitlement from 1 April 2010

Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
23 and above	SO1 and up to and including PO8	29	31