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**Beatrix Potter Primary School**

**Magdalen Road London SW18 3ER**

*The London Borough of Wandsworth*

**BEATRIX POTTER 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

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| **Duration** | Permanent |
| **Grade** | PO3 – PO4 33-39, £37243 - £43028  Term Time only + 2 weeks |
| **Responsible for** | Admin Officer (x1), Admin Assistant (x1), Premises Officer (x1), Non-teaching staff |
| **Hours** | 40 week pa 36 hours per week |
| **Accountable to** | Headteacher |
| **Conditions of Service applicable** | NJC for Local Government Services (Green Book) |
| **Method of Payment** | Monthly (15th) |
| **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**

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| **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 |