NSW DEPARTMENT OF EDUCATION

Statement of Duties – Business Manager 1

The NSW Department of Education serves the community by leading the provision of world-class education. The Department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Primary purpose of the role

The Business Manager 1 works with the school principal and school executive in undertaking the management of the school's business functions including administration, asset management, procurement, finance and work health and safety.

Reporting – The Business Manager 1 reports to the principal or delegate.

The Business Manager 1 may be required to supervise and lead the school administrative team to ensure the efficient management of school financial and administrative systems as directed by the principal.

The Business Manager 1 may be required by the Principal to supervise non-teaching staff.

The Business Manager 1 may be required to manage the work of contractors from time to time.

Decision making - The Business Manager 1 often acts independently in performing core work functions and applies knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high-risk or business-critical, the Business Manager 1 will consult with the principal, school executive and/or Department advisors to agree on a suitable course of action.

General duties

- Undertake administrative functions relating to compliance with legislation, Department policies and procedures.
- Coordinate and report on the school's financial affairs, prepare the annual school budget and maintain the school's financial records to enable the school to derive maximum benefit from its allocated resources.
- In collaboration with the principal, manage the school's assets in accordance with the Department's policy and procedures including school maintenance, capital works and community hire of school facilities.
- Support the management of the school's procurement of goods and services in accordance with the Department's procurement policy and procedures to optimise school resources.
- Implement decisions of the school principal and executive.
- Provide accurate advice on the school's business functions and emergent issues.
- Supervise and work with the school administrative team to effectively manage

business functions as required.

- Facilitate the best educational outcome for students.

- Liaise with parents, community and business representatives to ensure key stakeholders are appropriately informed of relevant school operations and activities.

- Liaise with key functional areas across the Department to source advice and support and report on matters where needed.

- Engage with suppliers and vendors for services as required.

- Efficiently and effectively use school resources in accordance with Department requirements to deliver fair and equitable outcomes for students and other stakeholders in the local community.

- Oversee school financial systems, budget allocation and the Department's policy and procedures to provide or source accurate advice for the principal and other school staff.

- Other related duties as directed.

Budget/Expenditure

As directed or delegated by the principal

Skills/Qualifications – The Business Manager 1 needs to satisfy the following requirements:

Business Manager 1	**Essential**	**Desirable**
Qualifications	A Working with Children Check Clearance Knowledge of and commitment to the Department's Aboriginal Education and Training policies.	Diploma in Business Administration, Commerce or related field.
Skills/Work Experience	Demonstrated ability to lead, manage and work effectively as part of a team. Demonstrated ability to undertake and manage financial and accounting functions including the use of computerised financial/administrative systems. Well-developed oral and written communication skills. Ability to interact with school staff, students and members of the school community.	Experience working in a school environment. Experience in managing an office. Experience in : - financial management, - asset management, - procurement, and - Work health and safety.