



Position Description

Position Details			
Position Title	Business Manager	Review Date	6 December 2024
Reports to:	Co-Principals	Number of Delegates	<ul style="list-style-type: none"> • Office Manager • Bookkeeper • Administrative Officer • Administrative Assistant • Grounds and Building Maintenance Person
Organisational Relationships			
Internal contacts:	<ul style="list-style-type: none"> • School Board Treasurer • Teachers • Education Assistants • Co-Principals • Principal Assistant 	External contacts:	<ul style="list-style-type: none"> • All contractors • Association of Independent Schools of Western Australia (AISWA) • Department of Education • School Hub



Position Objective

To provide efficient and effective business services to ensure excellent delivery of the educational service and the sustainability of The Montessori School Kingsley.

These services include but are not limited to:

Maintaining Accounts and Records:

- Managing the finance and accounts of the School.
- Documenting each transaction, processing invoices and orders.
- Raising invoices/fee notes.
- Ensure the School accounts conform to standard principles of governmental regulations.
- Prepare and file reports which highlight the School's financial condition.
- Initiate and prepare the School annual budget with the Co-Principals and School Board Treasurer.

Cash Management and implementing Cash Management Strategies

- Administer and control school funds.
- Analyse the School operations.
- Identify and implement strategies to reduce the time and money spent on day-to-day operations including purchase orders, payroll management and bill payments.

Purchasing

- Order supplies of goods and services for the School.
- Implement the School's suppliers' contracts including insurance.

Compliance with Regulations

- Responsible for attendance data submissions.
- Liaise with external partners with the aim of securing additional funds for running the School – Federal, State and grants.

Financial Planning

- Advice on budgetary control.
- Ensuring effective use of resources.
- Establishing financial policies for the School.
- Prepare the monthly and annual financial reports for the Board and external bodies.
- Contribute effectively to the strategic direction of the School.

Human Resources administration

- Perform human resources administration including payroll administration.
- Paying of salaries.
- Responsible for managing records of staff.
- Recruiting, training and managing of school administration and support staff.

Miscellaneous

- Offer support to the Co-Principals in areas of their managerial, administrative and leadership duties.
- To provide administrative support including front office duties, student absences, administration and secretarial support, file and data management, incoming and outgoing goods/mail.



Key Responsibilities

Key responsibilities and duties – to be read in conjunction with The School Code of Conduct, Staff Handbook and all School Policies.

1. Professional Practice

- 1.1. Operate the financial affairs and administration in accord with the vision and mission statement and philosophy of The Montessori School. Staff Handbook.
- 1.2. Uphold the values of the School, the Code of Ethics and responsibilities under child protection legislation and protocols, the impacts of abuse and protective interventions on the care and education of children. School Code of Conduct, Staff Handbook.
- 1.3. Engage in professional development education to continually maintain/develop professional knowledge and skills.

2. Services Development and Delivery

- 2.1. Deliver a supportive financial service to the School Board, educational and play group activities, and office staff.
- 2.2. Demonstrate collaborative, effective and reflective practice. Such competencies are considered to be crucial to effective teamwork.
- 2.3. Maintain records to provide:
 - Evidence of communication
 - Patterns of activities
 - Financial records for the various stakeholders
- 2.4. Utilise the skills and knowledge of other professionals, within the School and outside, to improve the effectiveness of the financial services for the School Board and the Co-Principals to contribute to the sustainable future of The Montessori School.
- 2.5. Collaborate with the Board and Co-Principals to ensure the smooth running of the services for the children and the staff.

3. Documentation and Communication with Families

- 3.1. Communicate with others in a respectful and friendly manner, modelling appropriate interactions between staff, staff/children and staff/families.
- 3.2. Respect the rights of others to confidentiality and privacy, remaining aware of responsibilities under relevant privacy legislation.
- 3.3. Ensure communication is effective with all members of the School and stakeholders.
- 3.4. Maintain written information in accord with requirements of the School, federal and state stakeholders.
- 3.5. Make use of written records to support meaningful communication with the Board and the Co-Principals, other members of staff

4. Collaboration with Families and Community

- 4.1. Assist in creating an atmosphere which is welcoming to all families
- 4.2. Recognise the impact of cultural and linguistic background, family and social experiences on a child. Use this knowledge to ensure inclusive practices.
- 4.3. Provide families with relevant information about other services and resources they are seeking or may benefit them and respond in a helpful manner to families who seek advice.
- 4.4. Create and contribute to opportunities for open communication between educators and families.
- 4.5. Advocate the value of the Montessori Method of Education and the International Baccalaureate Programme, promote the School's service and share knowledge of how young children develop and learn with enrolled families, other agencies or the wider community, as directed by the Co-Principals.

5. Staff Management, Support and Teamwork

- 5.1. Foster a supportive working environment in which relationships can function and develop effectively, reinforcing The Montessori School's Workplace values.
- 5.2. Recognise the benefit of a team approach for improving outcomes of the School.



6. Reporting and communicating with the Co-Principals

- 6.1.** Regular use and monitoring of electronic communications, in accord with The Montessori ICT policies.
- 6.2.** Share information and submit reports to the School Board, the Co-Principals and funding bodies as directed by the Co-Principals.
- 6.3.** Participate in meetings with The Montessori School staff and other staff as directed by the Co-Principals.
- 6.4.** Ensure the administration staff and contractors are compliant with The Montessori School's Health and Safety (OH&S) Policy and Emergency Planning and Response Procedures and Child Protection and Safety Policy and Procedures.
- 6.5.** Contribute to service development and improvement:
 - Work collaboratively and constructively with the Co-Principals and the staff for the purpose of service development and improvements;
 - Consider policy changes and strategic plans directly impacting on delivery of the School's service;
 - Review finance systems or current skills, taking steps to improve their effectiveness;
 - Contribute to a positive risk management culture by complying with the risk management policy, assisting with implementation of relevant risk management strategies, reporting risks, management concerns and making suggestions for improvement to the Co-Principals.

Perform other duties as directed or as negotiated with the Co-Principals.



Accountability and Extent of Authority	
<p>Act in accordance with relevant standards, codes and School policies.</p> <p>Accountable for the business affairs and resources:</p> <ul style="list-style-type: none"> • Make recommendations and undertake purchase of equipment and goods relevant to the service, in keeping with the budget • Monitor the School’s maintenance of the buildings, playground and equipment budget <p>Contribute to and support the School’s marketing activities – provide administration support for the playgroup; send out all communications to the School community as directed by the Co-Principals.</p> <p>Participate in an annual appraisal with the Co-Principals, in accord with School processes, developing a personal development plan linked with this appraisal.</p>	
<p>JUDGMENT AND DECISION MAKING</p> <ul style="list-style-type: none"> • Ensure confidentiality of information; • Assist the Co-Principals with holding to the annual School budget • Initiate the annual Budgeting process with the Co-Principals and School Board Treasurer • Assist in ensuring the health and safety, wellbeing and education of all persons present in the School; • Inform the Co-Principals, School Board and own staff of issues which may limit or adversely affect the School Business affairs; • Support or recommend/implement as appropriate, issues necessary to improve the School financial and administration services <p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • A high level of organisational skills • A high level of initiative • Excellent communication and writing skills • Decision making skills • Planning skills particularly with respect to managing budgets • Time management skills • Ability to work under pressure and meet strict deadlines • The ability to maintain the smooth and efficient administration of the School <p>KEY SELECTION CRITERIA</p> <ul style="list-style-type: none"> • Meet the qualification and experience requirements • Ability to work collaboratively • Commitment to ongoing learning and development • Computer literacy 	<p>PERSONAL SKILLS</p> <ul style="list-style-type: none"> • Good public relations skills, to maintain a strong focus and positive relationships between the School and the parents. • Ability to work cooperatively as a team member of the School. • Capacity to respond in an appropriate manner to children and family members, when addressing challenging, unpredictable or unusual behaviour. • Ability to appropriately address concerns raised by families and to work with families to resolve issues and conflicts. • Have a strong commitment to the ethos of The Montessori School. • Develop and maintain an adequate understanding of any aspects of The Montessori School policies and procedures that relate to the specific duties and responsibilities <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Tertiary qualification accounting qualification • Experience with a school accounting system • Strong computing skills in Microsoft and excel • Have a current Working with Children Check • Current Police Clearance • Current First Aid <p>SPECIALIST KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> • Accounting management skills • Computer literacy • Experience in student data programmes