



TE KAUWHATA COLLEGE

TE KURA TUARUA O TE KAUWHATA

## JOB DESCRIPTION

# Business Manager



**NAME:**

**Pay Scale:** Grade 6 or 7 (dependent upon experience and qualifications) –  
As per the Support Staff in Schools' Collective Agreement.

**Terms & Conditions:** as per Support Staff in Schools' Collective Agreement 2019-2022

**DIRECTLY RESPONSIBLE TO:** Principal

**RESPONSIBLE FOR:** College administration, finance, property, human resources,  
information systems and the Ka Ora Ka Ako programme.

**PRIMARY OBJECTIVES:**

- Working as part of the Senior Leadership Team, ensure administration, property and human resource decisions meet MOE and legal requirements and align with the school strategic plan.
- Ensure the college is in a financially sound position.
- Oversee all support staff activities.
- Adhere to the staff expectations of Te Kauwhata College (TKC).
- Take a supportive, active role in school wide initiatives.
- To be a professional role model for students, whanau and the wider community.

Key Areas	Key Tasks	What does this look like?
<i>Finance</i>	<p>Annual Budget</p> <p>Monthly Reporting</p> <p>Board Reporting</p> <p>Annual Reporting</p> <p>Investment management</p> <p>Contract management</p> <p>Fixed Asset Register</p> <p>Te Kauwhata Health Awareness Society</p> <p>Oversee fundraising</p> <p>Lead School – Waikare School Bus Transport scheme.</p>	<ul style="list-style-type: none"> <li>• Annual income/expenditure and capital budget is prepared before deadline. To be approved by the Board before the final meeting of the year before.</li> <li>• Monthly departmental financial reports sent to budget holders by end of the first working week of the next month.</li> <li>• Board financial reports prepared for the Finance sub-committee meeting prior to each Board meeting.</li> <li>• Full Financial Statements completed for the auditor by 31 March each year.</li> <li>• Fully audited Annual Report and Financial Statements sent to the MOE by 31 May each year.</li> <li>• Investments are managed to ensure optimum interest is earned.</li> <li>• Negotiate and manage all supplier contracts for the College.</li> <li>• Manage, initiate All of Government contracts.</li> <li>• Maintain the fixed asset register</li> <li>• Manage the Lease and Licencing Agreements with TKHAS (Te Kauwhata Fitness Centre).</li> <li>• Applications for grants are coordinated across the College.</li> <li>• All donation requests meet the MOE Donation Scheme schools' policies.</li> <li>• Manage finances and reporting for the 3 schools and liaise with School Admin (external school bus scheme contractor).</li> </ul>

Key Areas	Key Tasks	What does this look like?
<i>Administration</i>	<p>Direct supervision of Admin staff</p> <p>Archiving</p>	<ul style="list-style-type: none"> <li>• Ensure all office activities are carried out efficiently, effectively and kindly as per staff job descriptions.</li> <li>• Provide training opportunities for all staff as required.</li> <li>• Meet regularly as a team.</li> <li>• Ensure archiving and destruction of archives re carried out as per MOE policy.</li> </ul>
<i>Human Resources</i>	<p>Payroll</p> <p>Staff recruitment</p> <p>Employment Contracts</p> <p>Job Descriptions</p> <p>Industrial Relations</p>	<ul style="list-style-type: none"> <li>• All EdPay information loaded or sent on time to meet close off times.</li> <li>• All SUE reports checked fortnightly to ensure any errors corrected before causing overpayments.</li> <li>• All Start of Year and End of Year information completed accurately.</li> <li>• All information loaded has been approved by the appropriate SLT member.</li> <li>• Wages, conditions. Unit allocations, hours of work, holidays are confirmed annually in consultation with the Principal.</li> <li>• In consultation with the Principal, manage the recruitment of all support staff employees.</li> <li>• Write all letters of offer for teaching staff for the Principal's signature.</li> <li>• Write and ensure employment contracts for all staff comply with MOE standard contracts.</li> <li>• Staff duties are allocated within job descriptions.</li> <li>• Job descriptions for all non-teaching staff are maintained and reviewed as required.</li> <li>• Police Vetting is completed every 3 years for each non-teaching employee.</li> <li>• Provisions of employment contracts are followed.</li> <li>• All discipline matters are dealt with fairly and quickly after investigation.</li> <li>• Assist the Principal with any personal grievance disputes, ensure liaison with the insurance company is made within set timeframes.</li> </ul>

Key Areas	Key Tasks	What does this look like?
<i>Property Management</i>	<p>Direct supervision of the Property Manager</p> <p>10YPP management</p>	<ul style="list-style-type: none"> <li>• Ensure all property activities and staff are managed efficiently, effectively and kindly as per the Property Manager job description.</li> <li>• Update the Cyclical Maintenance Plan annually in conjunction with the Property Manager.</li> <li>• Prepare the 5YA/10YPP in conjunction with the Board Property sub-committee.</li> <li>• With the Property sub-committee chair, the external Project Manager and MOE Property Advisor manage all financial requirements of the projects.</li> </ul>
<i>Information Technology Management</i>	<p>Member of Information and Technology Committee</p> <p>Manage contract with New Era</p>	<ul style="list-style-type: none"> <li>• Work with chair of the committee and manage capital requests for IT with all other capital requests.</li> <li>• With the Principal and chair of IT committee negotiate and manage New Era contract.</li> </ul>
<i>Ka Ora Ka Ako – Healthy School Lunches</i>	<p>Direct supervision of the Kitchen Manager</p> <p>Financial reports</p> <p>As a Head School, manage relationship with partnership schools.</p>	<ul style="list-style-type: none"> <li>• Ensure all kitchen activities and staff are managed efficiently, effectively and kindly as per the Kitchen Manager job description.</li> <li>• Report quarterly to the MOE and invoice for quarter payments for all schools.</li> <li>• With the Kitchen Manager maintain a good working relationship our partnership schools and provide financial updates as required.</li> </ul>

Key Areas	Key Tasks	What does this look like?
<i>School Wide</i>	<p>To respect language, culture and GROW values inside and outside of the classroom.</p> <p>To support inclusion in school and amongst peers and take appropriate action to support staff and student wellbeing.</p> <p>To embed Te Ao Maori Use Te Reo Maori in school on a daily basis</p> <p>To follow school policies and procedures.</p>	<ul style="list-style-type: none"> <li>• Being actively inclusive and responsive to all cultures. Building connections.</li> <li>• Uses multi-cultural knowledge to guide staff and colleagues or develop rapport.</li> <li>• Have conversations with staff and students. Ensures all staff and students feel and are included.</li> <li>• Observe and follow tikanga and Kawa.</li> <li>• Observe and follow behaviour management protocols and policies.</li> </ul>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_