



# FACT SHEET

## Business Manager

### Statement of Duties

### Transitional Arrangements

#### *Transition Period*

The new classifications of Business Manager 1 and Business Manager 2 will start from 2021. The Public Service Association (PSA) will be negotiating with the Department of Education on behalf of members in relation to the transitional arrangements that will apply to staff moving into the SAS Staff Award and into new classifications. The PSA will be advocating for a fair and transparent process and will be supporting members both collectively and individually as required.

#### *Temporary Business Managers*

Existing permanent SAS Staff currently employed in **temporary** assignments as a Business Manager (BM) Clerk Grade 5/6 or a Clerk Grade 7/8 will be able to continue for a period of up to two years from 1 July 2019.

When your temporary assignment concludes and if your Principal determines that they wish to continue having a BM at the school, you will have the option of moving to the equivalent BM classification under the new SAS Staff Award.

#### *Ongoing Business Managers*

Staff employed as a Business Manager in an **ongoing** capacity, under the GSE Act, will be offered the option of employment on a permanent basis in the equivalent BM classification under the new SAS Staff Award. If you do not wish to be employed as a BM under the SAS Staff Award you can remain employed under the GSE Act.

#### **Primary Purpose of the role**

BM's primary purpose is the management of the school's business functions. This is not the same as the SAM role. The BM does not have a school and student focus, including student welfare and wellbeing which is in the SAM role.

The SAM role, where it relates to administrative but also financial functions, is more specific on development, implementing, maintaining operations and procedures, and these arguably go beyond strictly the strictly business functions which are specified in the BM SoD.

Where there are SAM and BMs in the same school these roles can be clearly separated as they each have a different primary purpose.



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## Reporting

The BM may “supervise and lead the school administrative team” should they be directed to do so by the Principal. This does not change the SAMs role in being responsible for “supervision and training of school administrative officers”.

Any duty/task mentioned in any of the individual SoDs for SAM and BM and SAO, and other positions eg GA, other professional staff must be read in conjunction with and take into account the context and specifics of those other SoDs.

For example, there will be limitations on the ability of the BM position in the supervision of School Psychologists. Also, the section of BM’s SoD relating to leadership and supervision of the school administrative team relates to the efficient management of school financial and administrative systems.

Should there not be a SAM in a school and the BM is required to supervise, this can lead to work overload consequences and expectations of working outside the BM Statement of Duties.

## Management of Contractors During School Holidays

At all times, contractors should be managed by the Principal, or by delegation, a Business Manager. During school holidays, if you are on vacation, all contracting work becomes the responsibility of the Principal, or by delegation, another member of the school’s teaching executive.

General Assistants (GAs) do not have any supervisory or management responsibilities of other staff, contractors or visitors to the school. On request, a GA can escort the contractor to the job however, GAs do not have delegated authority to arrange, co-ordinate, approve or sign off on contractor jobs at completion.