## Day in the life of a School Business Manager in our next normal



**8:00am** – School business manager, Stephanie, is informed that a year 8 student has tested positive for COVID-19.



**8:30am** – Katie utilises PS Connect to circulate targeted messages to all the families of year 8 students confirming that the year group must remain at home; the system automatically translates the message for parents who do not speak English.



9:00am – Katie also circulates a school-wide email to inform parents of the confirmed COVID-19 case in year 8, as well as a targeted email to families who the school understand to be 'at risk'.



**10:00am** – IT Manager Louise, utilises IRIS Assets to manage the distribution of equipment to year 8 staff and students.



**9:30am** – Following morning registrations, automated phone calls and messages are circulated to the parents of unauthorised absent students via Absence Call, a module within PS Connect.



and Finance Manager James, utilise PS Cloud and IRIS Financials to access the same live data sheet and overview of the school's financial position. Using IRIS Financial Planner, they gain an accurate perspective of the impact of

new investments resulting

11:00am - Stephanie



**12:00pm** – Via PS Connect, Year 8 teaching staff update the school microsite and social media pages, reminding parents to keep an eye out for messages on the MyEd app.



1:00pm – HR Manager Liam, refers to PS People to revaluate professional development plans and identify those at-risk (including a member of staff due to start maternity leave).



from COVID-19.

**4:00pm** – Katie has already started to receive lunchtime orders and payments via +Pay, an online payment module with PS Connect, eliminating cash in the canteen.



3:00pm – Katie receives the weeks' lunchtime menu from the catering team and circulates to parents via PS Connect and FasTrak; Katie runs a report to identify year 8 students receiving free school meals and sends a targeted message to the appropriate parents regarding access to meal vouchers.



**2:00pm** – Using IRIS Financial Planner and IRIS Financials, James, the school's finance manager, aligns additional teacher training with the school's financial outlook and circulates an additional report.



.IIRIS