

JOB DESCRIPTION

Post Title:	Finance & Administration Manager
Responsible for:	Data & HR Officer, Finance and Admin Assistant, Premises Manager and School Cook Supervisor.
Responsible & Accountable to:	Headteacher, Finance and Business Director
Based:	Morningside Primary School
Key Contacts:	Executive Principal, Headteacher, Senior Managers, School Business Manager, Administration Officer, Data & Administration Officer, Children's Centre, other school staff, pupils, Governing Body, the LEA, parents and care givers, and other outside bodies such as building contractors.
Hours:	40 Hours (Full-Time or Term Time + 3 Weeks TBD)
Scale:	P03 Grades 38 -41 (£45,315- £47,400)

JOB SUMMARY:

- To provide support to the Headteacher in ensuring that the pupils are able to achieve their learning potential through the provision of high quality financial and administrative support services.
- To enable teaching staff to maximise their capacity for delivering the required curriculum by providing financial and administrative support to them.
- To oversee the school's database on pupils and staff and the management of the school premises.
- To be responsible for all finance and administrative functions within the school, Children's Centre and Extended school services, including human resources, information technology systems, premises and catering.

MAIN DUTIES AND RESPONSIBILITIES:

- To lead and manage the financial and administrative function for the school in order to support continuous improvement and to maximise the delivery of high quality education and learning of pupils.
 1. To manage the preparation of financial proposals, including budget forecasting and strategic financial planning and to provide professional and technical advice to the Headteacher, Executive Principal and governing body.

2. To ensure the efficient and effective use of all resources by means of regular monitoring of the school's expenditure through devolved budget holders and to review these to ensure best value practices.
3. To support the Headteacher, Executive Principal, Federation Business Manager and Bursar in the preparation of budgets, allocation of budgets and accounts.
4. To work with the Federation Business Manager and other federation staff to implement agreed processes, develop and share best practice.
5. To produce regular financial management data each month, or when requested, for monitoring purposes and ensure timely production of financial reports and returns as required by the LEA.
6. To manage the income generation activity for the school.
7. To manage and co-ordinate the purchase of goods, services and supplies and ensuring that the school obtains the best possible value for money from suppliers and contractors.
8. To manage the school's petty cash system.
9. To deal with any financial irregularities that may need further investigation in accordance with recognised financial regulations, school policy and best practice.
10. To manage the receiving and banking all monies for the school.
11. To arrange and participate in regular audits.
12. Co-ordinate the work of the office staff, ensuring efficient running of the school office.
13. To manage the school's administrative and secretarial function

- To review and monitor all financial and administrative services and processes involved in creating an efficient and effective support structure to the school.
- To line manage the leader of the catering team in ensuring the school kitchen/catering contractor complies with necessary Health & Safety regulations, provides healthy school meals operates effectively.
- To determine the most efficient and effective use of the school's support services resources, including physical resources by managing the Site Manager/School Keeper, in monitoring and reviewing all facilities issues including health and safety in order to ensure the provision of high quality, safe and secure facilities.
 1. To supervise with the Site Manager/School Keeper to ensure the proper function of services to the school, eg. Gas, water and electricity.
 2. To supervise with the Site Manager/School Keeper concerning visits from, and the payment of, maintenance contractors.
 3. To develop appropriate financial and administrative support service strategies, action plans and programmes of work to help meet the school's objectives and to seek out positive ways to respond to opportunities and resolve problems.

- 4. To supervise the Site Manager/School Keeper in ensuring the efficient and effective utilisation of space around the school site.
- 5. To manage the Site Manager/School Keeper to ensure the school's environment is the best it can be.
- 6. In liaison with the Premises Officer/Site Manager, be responsible for buildings maintenance including, furniture and equipment, ensuring security and repair.
- To manage, the school's risk assessment, survey and testing portfolios.
 - 1. To liaise with external agencies/organisations and the Site Manager/School Keeper to ensure all necessary and appropriate risk assessments, surveys and tests are carried out and completed within the required timeframes.
 - 2. To liaise with external agencies/organisations and the Site Manager/School Keeper to ensure that all recommendations highlighted via assessments, tests and surveys are implemented to required standards within the timeframes given.
 - 3. To ensure that the school implements and maintains the required risk assessment logs, manuals, reports and information as required.
 - 4. To liaise with external agencies/organisations to arrange any relevant training requirements as required to ensure knowledge is current, relevant and up-to-date.
 - 5. To ensure the Headteacher, the Site Manager/School Keeper and any other relevant stakeholder(s) are updated with any changes or requirements in relation to risk assessments and surveys as appropriate.
 - 6. To highlight and discuss any concerns identified through risk assessments, tests and surveys with the Site Manager/School Keeper and the Headteacher.
- To support the Headteacher, Executive Principal and the school's Federation Business Manager in the function of Human Resource Management.
 - 1. To maintain and monitor staff sickness absence and other forms of leave and produce appropriate reports, referrals and statistical data.
 - 2. To responsible for all and DBS checks, retirement dates and fixed term contracts, maintenance of the Single Central Record and to act on any checks and dates that come from the reports to ensure the school is carrying out its HR function inline with agreed HR policies.
 - 3. To ensure all staff are recruited and employed inline with Safeguarding Children and recruitment policies, good practice and legislation.
 - 4. To liaise with the school's Payroll provider re starters, leavers, retirements, and variations to employment contracts.
 - 5. To ensure the resolution of salary queries raised by staff in liaison with the Headteacher and Payroll.
 - 6. To be the lead contact with the school's Payroll provider.

- 7. To liaise with staff and the Headteacher regarding maternity leave, paternity leave, adoption leave and any other special leave requests and queries.
- 8. To maintain staffing records and carry out data and census returns when required.
- To carry out systems management for the administrative networks of the school, taking responsibility for data security.
 - 1. To identify development(s) for the use of IT systems to improve the effectiveness of the school's administration.
 - 2. To manage all pupil and staff data input and the production of reports as required.
 - 3. To manage the production of statutory, school census and workforce census returns.
 - 4. To manage the process and record management for the statutory testing process and the general production and maintenance of pupil records to ensure the school complies with all regulations and legislation.
 - 5. To maintain an effective and efficient filing system.
 - 6. To ensure that all records are kept accurately and comply with the requirements of the Data Protection Act.
 - 7. To ensure that all computerised data is kept accurately, and in compliance with Data Protection legislation.
 - 8. To ensure effective communication through newsletters, letters and the school website etc with key stakeholders.

GENERAL:

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details

from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Date of Issue: _____

Name of Postholder: _____

Signature of Postholder: _____

Signature of Headteacher: _____

PERSON SPECIFICATION

Finance & Administration Manager

	Essential	Desirable
Qualifications	Relevant NVQ4 or degree qualification or equivalent experience.	
Experience and Knowledge	<p>Experience of maintaining effective and efficient levels of administration within a busy environment.</p> <p>An understanding of budget management and accounting techniques.</p> <p>Experience of undertaking a range of administrative and technical duties.</p> <p>A sound knowledge of a range of computer applications, including financial management systems.</p> <p>Working knowledge of relevant legislation, policies and codes of practice, eg. Data Protection Act, Freedom of Information etc.</p>	<p>Experience within an education setting.</p> <p>Experience of budget monitoring and account reconciliation.</p> <p>Experience of recruitment and retention.</p>
Communication	<p>Strong interpersonal and communication skills to effectively manage areas of responsibility and to liaise with all key contacts.</p> <p>The ability to use a wide range of communication channels to effectively manage the operations of the areas of responsibility, applying tact and diplomacy in communication.</p> <p>The ability to maintain a professional and confident manner.</p>	

	Essential	Desirable
Communication Cont.	To understand the need to adapt communication style to suit the audience and situation.	
Skills and Abilities	<p>The ability to adapt to constantly changing priorities and demands.</p> <p>Able to analyse and interpret complex information and make recommendations.</p> <p>Able to apply problem solving techniques to different situations to achieve a favorable outcome.</p> <p>Able to negotiate 'best value' with suppliers.</p> <p>Able to communicate with a range of audiences including colleagues, governors, agencies etc.</p> <p>Able to identify work priorities and to manage own workload to meet deadlines.</p> <p>Able to show sensitivity and objectivity in dealing with confidential issues.</p>	
Accountability and Freedom to Act.	<p>Able to work independently, being proactive and demonstrating initiative.</p> <p>Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.</p> <p>Able to make judgments with regards to when it is appropriate to liaise with others including external agencies.</p>	