

Job Description

Department	Various	Division	Various
Designation of Post	Level 4 Administration and Finance (Business Support)		Grade Band D
Responsible to	Headteacher and Office Manager		
Immediate Subordinates			

Job Purpose

To manage the administrative and/or finance function within a school. To manage the school's finance systems and finance team.

Key Tasks

1. Plan, develop, organise and monitor support systems, and procedures
2. Contribute to the development of administration policies
3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others
4. Liaise with other staff, pupils, parents/carers and external agencies
5. Develop and maintain recording and information systems, including personnel staff.
6. Undertake analysis and interpretation of data, and produce detailed reports and complex information
7. Operates bespoke school information management systems
8. Responsible for completion and submission of forms, returns etc., including those to outside agencies
9. Produce, and respond to, correspondence
10. Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries)
11. Work with the Head teacher / senior staff to prepare the annual budgets and undertake financial planning
12. Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team
13. Manage the financial management system
14. Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making
15. Responsible for producing annual and statutory returns
16. Manage procurement within the school, including contract management and compliance to contractual conditions
17. Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends
18. Line manages the finance team.
19. Undertake complex administration procedures.
20. Complete and submit complex forms and returns including those for the DfES and LEA.
21. Liaise with payroll provider, providing relevant information.
22. Undertake research and obtain information to inform decisions.
23. Assist with procurement, sponsorship and bidding matters.

24. Manage the administration of the management information systems.
25. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
26. Be aware of and support equal opportunities for all.
27. To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
28. Participate in training and other learning activities and performance development as required.
29. Recognise own strengths and areas of expertise and use these to advise and support others.
30. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Manage the school's financial processes and budgets
2. Allocate work to administration staff
3. Manage / supervise administrative staff
4. Monitor service contracts, school licences and insurance
5. Contribute to marketing and promotion of the school
6. Manage lettings and the use of premises for the use of outside organisations and local community.
7. Coordinate, purchase, repair and maintenance of furniture and fittings.
8. Responsible for effective operation of payroll system
9. Assist with funding/grant submissions
10. Manage stocks of supplies and consumables
11. Deal with VAT returns and liabilities
12. Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service

Date