|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title:**  | Admin & Finance Manager |  | **Ealing GLPC Grade:** | Scale 9 |
| **School:** | Grange Primary school  |  | **Post No:** |  |
| **Line manager:** | School Business Manager  |
| **Supervisory responsibility:** | Line management and performance management of 3 administration & welfare staff |
| **Hours:** | 35 hrs pw from 8.00am to 4.00pm |

Main purposes of the job

* To provide efficient management of school finances, personnel and other administrative functions determined by the SBM.
* To line manage and performance manage administration staff (x3) ensuring cross cover
* Assist the SBM with the monthly budget reports highlighting any discrepancies or over/under spends
* To support the work of the SBM, Headteacher and the Senior Leadership Team.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and tasks

### Financial management

1. Maintain and act in accordance with FMSiS protocols and the Ealing Financial Handbook
2. Manage & review financial administration procedures updating the manual as appropriate.
3. Assist the SLT with queries relating to monitoring and evaluation of expenditure within an agreed budget.
4. Support the budget holders in monitoring their delegated budgets
5. Update the accounting procedures, computerised and manual for all public and non public funds
6. Be responsible for the efficient and safe routines concerning collection, security and distribution of cash.
7. Operate an efficient cash flow management system within budget limitations
8. Raise computerised orders, check invoices and arrange payments of all goods
9. Check delivery of goods and services and investigate any discrepancies
10. Be responsible for raising invoices, monitoring and entering income on the finance system
11. Be responsible for virements within the school budget in liaison with the SBM/ Head teacher
12. Manage the extended school lettings and finances
13. Reconcile weekly bank statements
14. Assist the school business manager in budget monitoring and end of year accounts
15. Assist the SBM in setting the budget
16. Assist the SBM in forecasting predicted surplus and any likely overspends
17. Manage an inventory of equipment in the school and the EYFS and keep up to date
18. To reconcile the termly LA financial returns from the school
19. Be responsible for reconciling all the monies collected in respect of school outings, school journeys, instrument lessons and pupils photographs and ensure they are deposited safely.
20. Provide detailed financial data analysis and evaluation reports as required.
21. Be responsible for ensuring that efficient and safe procedures are maintained by all staff concerning collection, security and distribution of cash.
22. Be responsible for effective management of the school’s finances, including responsibility for compliance with financial regulations, including keeping records and accounts up to date.
23. Be able to place orders and pay bills from the school fund.
24. Record and reconcile all receipts of payments made to the school.

### Human Resources

1. Manage and maintain DBS checks and update the Single Central Record.
2. Ensure new members of office staff are fully trained and inducted on the use of office and ICT equipment
3. Line manage office staff including their performance management and assist in the identifying and addressing of training and development needs.
4. Participate in the recruitment, selection and appointment of administrative staff.
5. Be responsible for staff records (including sickness records) and ensure that these are recorded regularly and accurately onto the HR systems.
6. Monitor staff absence and update SIMS & iTrent weekly and prepare reports for the Headteacher as required.
7. Prepare all paperwork for interviews; arranging interview dates, references and DBS checks as required.
8. Process appropriate timesheets for additional hours for Teachers, Support Staff, relief Caretakers and agency staff are filled in correctly before submitting them to the Headteacher for authorisation.
9. Be responsible for the provision of specialist advice and guidance to Senior Leadership Team and Governing Body on national and local guidelines/policy/statute etc.
10. Provide office support to the Senior Leadership Team.

General Responsibilities and Support Services

### Pupils and Curriculum

### 1.Respond to emergencies appropriately and inform relevant staff.

### Extended Schools Agenda

1. Support the administrative work of the Extended Schools Co-ordinator (school based or external) by collecting information, conducting audits and making arrangements for school based initiatives.

Administration

1. Line Manage the Admin and Welfare Officers ensuring a high quality of service by providing adequate cross cover during busy periods and absences.
2. Support the work of the Headteacher by answering correspondence, producing various types of documents, arranging meetings and agendas and circulating information to appropriate persons.
3. Responsible for promoting the school positively and keeping the school prospectus up to date.
4. Assist in the design of school information sheets to parents. Responsible for promoting the school positively and keeping the school prospectus up to date.
5. Oversee and ensure an inventory of all school equipment is maintained and reviewed annually
6. To deal with a range of queries and be a point of contact for parents, children, staff and visitors and project a strong customer focused image.
7. Identify the need and be responsible for securing appropriate licences and insurances.

### Other Responsibilities

1. Build a close working professional relationship with the admin team, SBM and Senior Leadership team.
2. Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
3. Adhere to school policy on equality and diversity.
4. Respond politely, warmly and efficiently to callers in person and on the phone.
5. Contribute to the development and implementation of the overall ethos/work/aims of the school.
6. Develop constructive relationships and communicate with other agencies/professionals.
7. Participate in training opportunities and professional development as required.
8. Undertake similar duties commensurate with the level of the post as required by the SBM or the Headteacher.

Signatures – line manager and job holder

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Signature of Manager:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of post holder:** |  | **Date:** |  | **/** |  | **/** |  |