



## **Job Description: Finance & Admin Manager**

### **Objectives of the post:**

- Overall responsibility for the school office and its functions within the context of frequently changing circumstances.
- To ensure that effective and efficient administration supports the strategic aims and the day-to-day operations of the school.
- The effective management of all routine financial, HR and administrative duties.
- Manage and organise own workload and ensure that priorities are identified and deadlines are met.

**Report to:** Head of School, Executive Business Manager and Executive Headteacher

**Responsible for:** School Administrator

### **Office Administration**

*To oversee and manage all aspects of the school administration to provide efficient and effective admin function for the school, including line management of a School Administrator and Apprentice*

- Oversee all administrative systems and personnel to ensure the smooth running of processes and procedures.
- Ensure compliance with Data Protection and Freedom of Information Acts.
- Establish and monitor effective communication systems throughout the school including parents and carers and other agencies
- Oversee general secretarial service to all teaching staff and the Leadership Team
- Writing correspondence to parents, prospective admissions and responses to general enquiries to the school
- Oversee maintaining the school diary – electronic version
- Oversee statistical returns for the DfE and ESFA as required, such as pupil attendance and workforce census
- Overall responsibility for all office functions in relations to telephone call and visitors
- Assist with Preparation and Distribution of School Newsletter
- Ensuring and Quality assure up to date information is posted on the School Website.
- Security supervision of all visitors to the school, Oversee reception and visitor care (in line with safeguarding policy). Dealing with all enquires.
- Oversee the supervision of sick or injured children in a sensitive and appropriate way while waiting to be collected. Notify parents of sick children.
- General supervision of administrative support staff
- Responsibility for admin tasks in the event of a school evacuation.
- Administration and records of school journey, including insurance and risk assessments and fund accounts



### **Financial Management:**

- Processing income and expenditure transactions onto financial database systems, reconciling bank statements and producing monthly budgetary control reports
- Oversee procurement for the most cost effective goods and services, identifying opportunities for cost and efficiency savings. (Best Value)
- Processing payments of supplier's invoices in line with audit requirements
- Keeping records of SEN, EAL, and Grant expenditure and submit related claims
- Oversee Cash office functions and cash income database to audit level, including school journey, petty cash accounts and various monies collected from parents. E.g. lunch monies, educational visits, school photographs
- Preparing monthly, quarterly and annual accounts and, in discussion with the Executive Business Manager, submitting to the LAT where required
- Providing financial management information to the Executive Business Manager to assist decision making by the Executive Headteacher and Governors and checking budget information supplied and following up where required
- Preparing information for audit of accounts and Ofsted
- Operation of school bank account, safe keeping of all cheque books, purchase orders, paying in books and cash in the safe.
- Control of and payment of Petty cash keeping accurate Petty cash vouchers ensuring correct authorisation and audit trail.
- Control of banking including to establish, implement and maintain efficient and safe routines concerning the collection, security, banking and distribution of cash
- Banking and recording of lunch monies to cash income database and ensuring the outstanding balances are recovered.
- Maintaining an asset register

### **HR Functions**

- Liaising with the Leadership team, Governors, Academies Trust and HR on all aspects of personnel administration
- Ensure all recruitment procedures personnel records are in line with Safer Recruitment and Safeguarding Policy
- Administer and submit personnel absence returns, new starter forms, changes and leavers documents
- Liaising with payroll provider on all aspects of payroll administration including the collation and submission of all necessary documents and time sheets – checking off monthly payroll returns.
- To oversee the payroll function, to ensure efficient and effective service is maintained. Ensuring staff receive correct pay, be a point of contact for advice on pay and pensions schemes.
- To maintain confidential staff records including staff employment and absence records

### **Premises**

- Liaise with the Site Manager and Executive Business Manager to ensure that the premises are maintained to the highest standard.
- Ensure that the safety and security of the school is maintained during the working hours of the school



## Person Specification: Finance & Admin Manager

Experience & Qualification	Essential	Desirable
Experience of working in a school setting as an administrator		✓
Minimum GCSE/O Level or equivalent in English & Maths.	✓	
Experienced in practical application of management information and systems (including spreadsheets, databases and presentation programmes) to collate, manipulate, analyse and present school related information to a variety of stakeholders	✓	
Evidence of meeting deadlines and organisational skills including prioritisation of tasks	✓	
Working knowledge of Integris and Tucasi systems		✓
Experience of Financial Management and cash accounting to audit level including regular reporting and debt management	✓	
Innovating, improving and managing of IT infra-structure and communication	✓	
Experience of managing and leading Administrative and/or Premises staff (including induction or performance management review)		✓
Experience working with a project group or across two or more departments /schools		✓
A National Accredited Administration Qualification		✓
Dfe Safer Recruitment Certificate (within 3 Years)		✓
Child Protection Training (within 3 Years)		✓
CEOP E-safety Training (within 3 Years)		✓
Understanding and experience of Admission process in line with Dfe Admissions Code and LDBS Admission Policy		✓
<b>Trust Core Behaviours</b>		
Excellent interpersonal skills and the ability to lead others	✓	
Excellent organisation skills and the ability to flexibility, consistency and use initiative in all aspect of ways of working	✓	
To demonstrate discretion and sensitivity when dealing with a range of information	✓	
A Commitment to and understanding of equal opportunities	✓	
A Commitment and understanding of the inclusive Christian values that underpin the school	✓	
Ability to make accurate, considered business focussed judgements and decisions, whilst influencing people and obtaining buy-in	✓	
Commitment to own professional development and awareness of local and national educational initiatives and policy reform	✓	