



## Archbishop Sumner Church of England Primary School

*Members of staff are expected to have regard for the Christian character of the school, enabling children to benefit from a high quality of education in a distinctly Christian environment.*

### JOB DESCRIPTION

**School:** Archbishop Sumner Church of England Primary School

**Job Title:** Senior School Administrator - Finance and HR

**Grade:** Scale SO2 (SP 27- 29)

**Responsible to:** Headteacher

### Main duties and Responsibilities

#### Financial Management

1. Work with the school's financial support officer from Lambeth for roughly a day a week. Ensure they are provided with all relevant information in a timely manner, and implement all suggested actions promptly and effectively
2. Evaluate information and consult with the Headteacher to prepare a realistic and balanced budget. Submit the proposed budget to the Headteacher for approval and assist the overall financial planning process. Maintain a strategic financial plan consistent with the school development plan, and use it to inform future budget setting.
3. Use the agreed budget to monitor and control performance. Identify and inform the Headteacher of the causes of any significant variances, and take prompt corrective action. Propose revisions to the budget as necessary, in response to significant or unforeseen developments.
4. Prepare regular financial updates and reports to show the school's short, medium and long term financial position. Prepare financial returns as requested by the DfE, the LA, HM Revenue & Customs and other statutory authorities.
5. Ensure all invoices are entered onto the system and paid in a timely manner. Operate the school's bank account and any external grants, oversee banking, and carry out bank reconciliations.
6. Raise invoices when required. Ensure purchase orders are prepared for submission for approval. Monitor expenditure, including the monitoring of all ordering and receipt of goods. Monitor the cashless income system to ensure

Working together as a community and inspired by a living Christian faith, we commit to:

Understand and care for each child and their needs

Encourage each other to become the best we can possibly be

Inspire each child with a joy of learning and discovery

Equip each child with the skills, knowledge and confidence they need for the future

payments are appropriately apportioned, bad debts remain at a minimum, and payment is sought and received to eliminate any bad debts.

7. Obtain comparative quotes for different services and products where appropriate, in order to receive best value for money. Coordinate tendering processes and awards of contracts, with reference to financial Regulations.
8. Negotiate formal financial agreements with suitable providers for agreed amounts, at stipulated times, appropriate negotiated costs, and agreed repayment schedules. Monitor contracts, reviewing annually for best value and report to the Headteacher as appropriate. Review annually Service Level Agreements offered by the LA and consultants to achieve best value for money.
9. Continually monitor and review the school's insurance and process claims where loss or damage occurs. Maintain an asset register and loan system for the school, including identifying resources and equipment to be written off, and a programme of replacement.
10. Ensure that accounts and supporting documentation are kept to show an audit trail and that they are made available to the external auditors for examination within the timescale requested. Ensure the FMS system is up-to-date. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.

## **Human Resources Management**

To maintain and monitor effective procedures to meet both statutory and the Local Authority requirements in relation to all Human Resources matters.

1. Ensure comprehensive data and all the necessary paperwork is provided to payroll on a monthly basis.
2. Implement all regulations relating to the school's workforce in compliance with current legislation, including employment protection, equal pay, sex and racial discrimination, DBS checks, Data Protection Act, working time regulations, Statutory Sick Pay (SSP) and Statutory Maternity Pay (SMP). Ensure effective maintenance of confidential staff records in accordance with data protection.
3. Manage the Single Central Record. Prepare reference checks, complete DBS checks, letters of appointment, work permits and payroll forms, ensuring that all necessary procedures and paperwork are carried out.
4. Ensure the maintenance & monitoring of daily registers for staff attendance, and requests for staff absence. Inform the Headteacher when future action may be required. Conduct Return to Work meetings. Draft letters following Human Resources meetings. Submit Occupational Health referrals. Create Risk Assessments when required.
5. Monitor expired training certificates and arrange and book staff training as appropriate. Liaise with staffing agencies, and approve temporary candidates'

timesheets.

6. Seek and make use of specialist expertise in relation to HR issues.

### **Management of information and ICT**

1. Maintain a register of staff laptops and mobile phones, and ensure their proper functioning. Schedule maintenance and repair when required. Liaise with the contracted IT technician and their team.
2. Ensure that the school has a strategy for using technology that is aligned to its overall vision and to ensuring value for money. Communicate the strategy and relevant policies, including Data Protection, for the use of technology across the school.
3. Manage the service of the school printers. Manage all school email accounts. Ensure contingency plans are in place in the case of technology failure.
4. Make sure the school website is up to date with term dates, policies, letters home, newsletters etc.

### **Administration**

1. To share the school's admin function with the Senior School Administrator - Admissions, Premises, Facilities, Extended Provision. Including answering calls and emails; keeping parents informed with information via emails and text messages; managing the front desk and responding to parental queries
2. To cover for and provide temporary support when required to the Senior School Administrator - Admissions, Premises, Facilities, Extended Provision

### **Data Protection**

It is essential when working with computerized systems that you are completely aware of the responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

### **Equal Opportunities**

To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

Employees are required to work in compliance with the School's Health & Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom they come into contact, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, and including such information, training instruction and supervision as necessary to accomplish those goals.

## **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children & young people, and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

## **Person Specification**

### **Experience**

- Financial accounting and budgetary control in a computerised environment.
- Using and developing information systems including computerised systems.
- Providing high-level administrative support.
- Liaising with suppliers, service providers or other contractors.

### **Knowledge & Skills**

- Understanding of the functions and duties of a locally managed school and its relationship with the local authority.
- Understanding of school workforce compliance legislation, including employment protection, equal pay, sex and racial discrimination, DBS checks, data protection, working time regulations, Statutory Sick Pay (SSP), Maternity Pay (SMP).
- Understanding of requirements of the Single Central Record (SCR)
- Budget management, resource planning and practical knowledge of different avenues of funding.
- Assess challenging situations and deal with them with diplomacy and sensitivity.
- Construct and write bids for financial funding for whole school projects.
- Ability to undertake a wide range of financial, personnel, premises and administrative tasks.
- Collate statistical information and present in report format.
- Understanding of Health and Safety in a school setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments.
- Proven literacy, numeracy and communication skills, including being able to respond appropriately to staff, governors, pupils, parents, outside agencies and the local authority in written format, over the telephone and face to face.
- Work successfully as part of a team, establishing effective working relationships and flexible working practices.