



St Joseph's Roman Catholic High School

Job Description

Finance/Staff Data Manager Grade F

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

JOB DESCRIPTION: Finance/Staff Data Manager (Administrator Level 4)

School	St Joseph's RC High
Job Title	Finance/Staff Data Manager (Administrator Level 4)
Grade	F (FTE £23,836 - £26, 999) All year round or term-time plus 4 weeks
Primary Purpose of the Job	We are a growing school with a vision for excellence. This role will be a strategic part of our development and an exciting opportunity to gain knowledge and experience of different aspects of school management. Working closely in collaboration with the School Business Manager, organise and supervise administrative systems within the school in particular those relating to financial and staff data management. Contribute to the planning, development and monitoring of budgets, including co-ordination and delegation of relevant activities.
Responsible to	School Business Manager
Responsible for	Admin support staff tbc
Principal Responsibilities	Provide clerical, administrative and financial support to the school. To co-ordinate and provide financial management & staff data support.

MAIN DUTIES

1. Organisation

- 1.1 Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies in particular those relating to financial management.
- 1.2 Line Management responsibilities:
 - Manage support staff
 - Liaise between managers and staff
 - Undertake induction/training/mentoring staff as required
 - Supervise, train and develop staff as appropriate

2 Administration

- 2.1 Take a lead role in the development and maintenance of record/information systems in particular those relating to staff data and financial management across the school.
- 2.2 Provide detailed analysis and evaluation of data/and produce detailed reports/information as required in particular those relating to finance.
- 2.3 Take a lead role in the management of budgets across the school.
- 2.4 Provide regular up to date financial and staff data information to the Headteacher, School Business Manager and Governors as required.
- 2.5 Attend and present up to date information/advice at Governors Finance Committee meetings and attend other Committee meetings/Full Governors meetings as required.
- 2.6 Take a lead role in the financial management of the lettings.
- 2.7 Produce, and respond to, complex correspondence.

- 2.8 Provide personal/administrative and organisational support to the Headteacher and SBM.
- 2.9 Provide personal/administrative and organisational support to senior school leaders i.e. Heads of schools as required.
- 2.10 Provide organisational and complex advisory support to other staff.
- 2.11 Provide organisational and complex advisory support to the Governing Body.
- 2.12 Provide administrative support to the Governing Body e.g. clerking meetings as required, arranging for the collation and distribution of information in advance of meetings.
- 2.13 Manage complex administrative procedures.
- 2.14 Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE.
- 2.15 Manage the administration of FMS.
- 2.16 Ensure the school continues to meet the FMSIS Standards.
- 2.17 Ensure that the school meets all audit requirements.
- 2.18 Undertake non routine administration of school lettings and other uses of school premises

3 Resources

- 3.1 Take a lead role in the financial management of the school including the setting of and accounting for budgets.
- 3.2 Take a lead role in the management of staff data/information systems across the school
- 3.3 Be responsible for managing the charging/recharging of other service users.
- 3.4 Provide advice and guidance to staff and others on complex issues in relation to roles.
- 3.5 Streamline ordering and procurement across the school to ensure maximum benefits can be gained from economy of scale e.g. Service Level Agreements, bulk ordering etc.
- 3.6 Undertake research and obtain information to inform decisions.
- 3.7 Take a lead role in planning, monitoring and evaluation of budget.
- 3.8 Take a lead role in procurement and securing sponsorship/funding.
- 3.9 Manage service contracts/ Service Level Agreements.
- 3.10 Manage school licences and insurance.
- 3.11 Take a lead role in marketing and promoting the school.
- 3.12 Manage facilities including premises, lettings and associated income, building and projects etc.
- 3.13 Manage financial administration procedures.
- 3.14 Be responsible for the management of expenditure within an agreed budget.

3.15 Contribute to Health & Safety Management.

4 Responsibilities

4.1 Comply with and assist with the development of policies and procedures in particular those relating to relating to human resources / safer recruitment. Also child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

4.2 Contribute to the overall ethos/work/aims of the school.

4.3 Develop constructive relationships and communicate with other agencies/professionals.

4.4 Attend and participate in regular meetings.

4.5 Recognise own strengths and areas of expertise and use these to advise and support others.

4.6 Share expertise and skills with others.

4.7 Attend all Governors Finance Committee meetings (and Full governing Body meetings as and when appropriate).

Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.

Valuing Diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated	10 th April 2019
Job Description prepared by	K Ball
Updated by	K Wood

PERSON SPECIFICATION: Finance/Staff Data Manager (Administrator Level 4)

School St Joseph's RC High

Job Title Finance/Staff Data Manager (Administrator – Level 4)

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	Skills and Knowledge	
1.1	Effective use of specialist ICT packages	Application Form/Interview
1.2	Full working knowledge of relevant policies/codes of practice/legislation particularly those relating to Financial Management of Schools	Application Form/Interview
1.3	Advanced ICT skills	Application Form/Interview
1.4	Ability to self-evaluate learning needs and actively seek learning opportunities	Application Form/Interview
1.5	Ability to relate well to children and adults	Application Form/Interview
1.6	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Application Form/Interview
1.7	Ability to persuade, motivate, negotiate and influence	Application Form/Interview
1.8	Ability to organise, lead and motivate self and other staff	Application Form/Interview
1.9	To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes	Application Form/Interview
1.10	Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
1.11	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
1.12	Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview

2. Experience/Qualifications/Training etc		
2.1	Excellent numeracy/literacy skills	Application Form
2.2	Experience of the development, management and operation of administrative systems	Application Form/Interview
2.3	Willingness to participate in relevant training and development opportunities	Application Form/Interview
3. Work Related Circumstances – Professional Values & Practices		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1	Previous experience of working within a school office environment	Application Form/Interview
1.2	Previous experience of SIMS packages	Application Form/Interview
1.3	Previous experience of statistical returns. e.g DfES	Application Form/Interview
1.4	Previous experience/understanding of Employment legislation	Application Form/Interview
2. Experience/Qualifications/Training etc		
2.1	NVQ Level 4 or equivalent qualification or experience in relevant discipline	Application Form/Interview
Note to Applicants: Please try to show in your application form, how best you meet these requirements		

Date Person Specification prepared/updated 10th April
Person Specification prepared by K Ball
Updated by K Wood