



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Finance & HR Officer

Job Description

Name:

Salary:

NJC Salary Scale 4 points 7-11 £19,554 - £21,166 pro rata

Hours:

37 hours per week – term time plus 1 week

The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time.

Relationships

1. The post holder reports to the Chief Finance Officer (CFO)
2. The post holder will work closely with the:
 - a. The CFO – All aspects of finance and HR
 - b. The Assistant School Business Manager – Payroll

Purposes of the Post

1. Support the CFO in the provision of a high quality, efficient finance and HR service for the MAT
2. Support senior staff in the recruitment and induction of all academic and support staff across the MAT

Essential personal qualities and skills

- Excellent organisational and ICT skills, including knowledge of Sage Line 50 software and excel
- Excellent interpersonal skills including the ability to liaise with staff and external organisations
- A secure understanding of the essential business needs of the school

Main Responsibilities	Expected Standards
HR	
Recruitment <ul style="list-style-type: none">• Support the recruitment process of all academic and support staff across the MAT• Place vacancy advertisements and respond to communications from candidates• Ensure the school's website provides accurate information on school vacancies and that relevant documents on the vacancies page are up to date• Track applications, prepare shortlisting packs and invite candidates for interview	<ul style="list-style-type: none">• Medical paperwork is completed in a timely manner and followed up if required• DBS checks are organised and followed up ensuring staff are checked in time for start of employment. The school is entirely OfSTED compliant• Staff files are kept up to date• Occupational health referrals and meetings are organised for staff, dealing with in a sensitive manner• All functions completed in a timely manner• Contracts issued in a timely manner, together with all relevant staff information

<ul style="list-style-type: none"> • Apply for references and make follow up calls to referees as directed by the CFO • Produce and issue interview programmes and individual interview timetables for all staff involved in the process • Prepare candidate welcome packs and candidate programmes • Make any necessary arrangements for candidates such as visitor parking, school tours, lunches, accommodation and reimbursement of expenses as appropriate • Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments • Support the checking and processing Disclosure and Barring Service (DBS) applications • Be responsible for the administration of new starter paperwork for the successful candidate • Ensure all new support staff are issued with appropriate induction documentation • Support the recruitment process for all volunteers across the MAT and all associated recruitment checks • Maintain the Single Central Record and staff personnel files and records <p>Employee Records</p> <ul style="list-style-type: none"> • Ensure the staff appointment register, the 'Single Central Register', is kept up to date at all times • Ensure that all employee records are accurate and updated when required – both personnel files and SIMS based records • Record DBS information in accordance with the DBS Code of Practice <p>Operational HR</p> <ul style="list-style-type: none"> • Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner • Assist in the administration of new starters, leavers and variations to contract • Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers • Support the preparation of documentation for internally promoted staff • Arrange occupational health referrals and follow up meetings with staff 	<ul style="list-style-type: none"> • Records maintained on return of signed contracts • Staffing information is accurate and updated in a timely manner
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<ul style="list-style-type: none"> • Administer all aspects of staff absence insurance claims • Coordination and administration of staff professional development • Assist with other HR projects where required <p>Payroll</p> <ul style="list-style-type: none"> • Assist with the collation, checking and data entry of timesheets, and new starter forms for all payroll provision <p>Finance</p> <ul style="list-style-type: none"> • Supporting the day to day accounting procedures and recording of all financial transactions accurately on the financial software package • Completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services 	
First Aid	
<ul style="list-style-type: none"> • To maintain a regular first aid qualification • To be available as required to provide emergency first aid for students or staff as part of a team of first aiders 	<ul style="list-style-type: none"> • First aid is prompt, sympathetic and effective
General	
<p>Dress & Appearance</p> <ul style="list-style-type: none"> • To maintain the highest standards of smart business dress • To sustain a pleasant and co-operative demeanour at all times 	<ul style="list-style-type: none"> • A positive image is portrayed at all times and the corporate dress code is followed.
<p>Self-Development</p> <ul style="list-style-type: none"> • To continually seek development opportunities in order to improve personal performance 	<ul style="list-style-type: none"> • CPD co-ordinator is advised of training needs • Development opportunities are sought and acted upon
<p>Attitude</p> <ul style="list-style-type: none"> • To act as a professional and positive ambassador for the school in order to support the school's mission and profile 	<ul style="list-style-type: none"> • Positive / constructive feedback from parents / students / visitors / colleagues / supporters. • High level of self-motivation and encouragement of others
<p>Policy Promotion</p> <ul style="list-style-type: none"> • To actively promote the school's Equal Opportunities, Health & Safety, Data Protection policies to ensure that the school operates effectively and fairly in line with legislative requirements 	<ul style="list-style-type: none"> • Low level of complaints received • Positive working culture is demonstrated • Positive feedback from performance management • Positive feedback from H & S audits
<p>Child Protection</p> <ul style="list-style-type: none"> • To adhere to the school's Child Protection procedures 	<ul style="list-style-type: none"> • Procedures followed • Low level of complaints due to breach of procedures
Confidentiality	

To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people	<ul style="list-style-type: none"> • Low level of complaints due to breach of confidentiality • Demonstration of actions to protect confidentiality
Flexibility <ul style="list-style-type: none"> • To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation 	<ul style="list-style-type: none"> • Willingness to experiment with new methods and approaches / initiative taken • Enthusiasm towards changing circumstances

Dallam School is committed to developing the skills of its people. If you have any query about you own personal development, please speak to your line manager.

Signed: (Post Holder)

Signed (Line Manager)

Date.....

<p>The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.</p>
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