

JOB DESCRIPTION

Job Title: Office/Finance Manager
Pay Scale: SO1/SO2
Responsible to: Head Teacher
Supervisory Responsibilities: Office/Admin staff

EQUAL OPPORTUNITIES

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities

To undertake the following duties with minimal supervision, demonstrating a thorough working knowledge of the work areas, setting work standards for self and others and taking decisions leading to changes in important procedures and practices.

- 1 To monitor and evaluate school admin and finance and identify risks and areas for improvement
- 2 Responsible for monitoring school budgets, maintaining accurate financial information and to prepare the school budget alongside the Head Teacher
- 3 To Manage DBS checks and the schools single central record
- 4 To undertake finance tasks including invoicing ,purchase orders, bank reconciliations and payroll
- 5 Work with Assistant Head and schools finance consultant.
- 6 To oversee all cash transactions within school
- 7 To monitor progress of Cost centre spend and liaise with co-ordinators advising them on spend
- 8 To be the named contact to work alongside the Designated Officer for GDPR
- 9 To organise the provision of an efficient and effective administrative service to the school and to manage staff responsible for administrative matters
- 10 To be responsible for own continuous professional development
- 11 To allocate and monitor the quality of work and progress of work in their teams
- 12 To liaise effectively with colleagues, governors, local authority and contractors
- 13 Responsible for ensuring the recruitment of all staff within the school is in line with HR regulations and framework. Ensuring all paperwork, work permits, DBS checks are carried out
- 14 To supervise administrative support staff including the identification of training and developmental needs in liaison with the Leadership Team. This will include delegation of work, co-ordination of work-flow and providing advice and guidance as necessary. Allocate and monitor the quality of work and progress of work in their team
- 15 To be responsible for ensuring the reception desk is covered and to deal with difficult situations as and when required
- 16 To manage, monitor and deal with all sickness management matters pertaining to staff. Arrange and hold trigger meetings and take appropriate action
- 17 To develop administrative systems that respond to the changing needs of the school

- 18 To attend System manager meetings and relaying all relevant information to the senior leadership team
- 19 To oversee and manage lettings and extended school provision including breakfast club
- 20 Manage School Assessment system
- 21 Oversee Admissions and attendance.
- 22 Such other duties within the competence of the post holder as required from time to time