

**REAY PRIMARY SCHOOL
Job Description**

Role	Administrative, Human Resources and Finance Officer
Grade:	Scale SO2
Spine Points:	27 - 29
Salary:	£34,689 - £35,949 per annum
Hours:	52 weeks per year, 35 hours per week – full time
Responsible to:	Headteacher
Responsible for:	No staff

Main Purpose

The Administrative, Human Resources and Finance Officer promotes the highest standards of business ethos within the administrative function of the school and manages the most effective use of resources in support of the school's learning objectives.

The Administrative, Human Resources and Finance Officer is responsible for the effective management of: Financial Resources, Administration, Management Information and IT, Human Resources, Facility & Property and Health & Safety. They will also support in generating additional income from external sources including bids.

Note: in the event of administrative staff absence Headteacher or a member of SMT may request other members of the Administrative Team to cover key tasks ensuring the continued smooth running of the school. Shadowing of key tasks is offered to afford staff opportunities to extend skills as part of their own continued professional development and potential career progression; either within the school if vacancies arise or externally.

Responsibilities of the post:

A Strategic Role

1. Responsibility for the smooth administration of the school to ensure the most effective use of the financial and other resources to support the aims and objectives of the school.
2. To assist the Headteacher with reviewing and updating policies and procedures and office protocols, ensuring these are communicated to staff and consulted on as appropriate.
3. To assist in the development, and implement a marketing strategy for the school to raise profile of the school within the community and attract additional funds for the school.
4. To promote effective working relationships across the establishment.
This will involve working collaboratively with staff from all areas of the school and a willingness to give and receive constructive feedback aimed at developing both the quality of relationships and performance.
5. To ensure that the school has a strategy and policy for using technology (including contingencies in case of technology failure) aligned to the overall vision and plans for the school, ensuring value for money, and that these are communicated across the school and that systems are in place to monitor and report on performance.

B General Management and Administration

1. To work co-operatively and effectively with the administrative team, premises staff, payroll and contractors. There will be an expectation to promote a culture of reflective practice within the team and to develop the knowledge and skills of staff through assessment, feedback, coaching and training. This will also include the professional development of the administrative team.
2. To assist the Headteacher to benchmark, design/recommend, develop and implement new procedures and office systems to meet the changing needs of the school that deliver outcomes based on the school's aims and goals.
3. Responsibility for the submission of accurate, up-to-date data to the LA, DfE and other professional bodies, in accordance with deadlines, - i.e. School Workforce Census, School Census, Early Years Statistical Data etc.
4. To have access to up-to-date data, recorded in a clearly understood and pertinent manner, for use in analysis of different streams of income and expenditure, including a breakdown of attendance across the school, relating to number of children attending, for use in budget setting, monitoring and forecasting for informed decision making and marketing by the Leadership Team, Headteacher, Governing Board and other stakeholders.
5. To ensure any system providing information to management/stakeholders is streamlined to maximise efficiency of the data supplied.
6. To work closely with the administrative team of the school promoting a collaborative mutually supportive team that understands the need for flexibility across the school. Incorporating shadowing of core tasks to ensure the school continues to function effectively in the event of staff absence, as well as flexibility in being able to meet changing workload in different areas of the school throughout the year.
7. To provide liaison and support for the Governing Board as required by the Headteacher.
8. To maintain high quality stakeholder care standards.

C Personnel and Human Resources Management

1. Responsibility for ensuring effective procedures are in place and are monitored to meet both statutory and the Local Authority requirements in relation to all human resources matters.
2. To ensure staff are made aware of any new policies/amendments to policies and the importance of putting them into practice.
3. Responsibility for ensuring comprehensive data is provided to payroll to ensure the accurate receipt of salary by all staff.
4. To be responsible for ensuring effective maintenance of confidential staff records in accordance with data protection.
5. To implement all regulations relating to the school's workforce compliance with current legislation, including employment protection, equal pay, sex and racial discriminations, Disclosure and Barring Service (DBS) checks, Data Protection Act, working time regulations, statutory sick pay (SSP) and statutory maternity pay (SMP).
6. To assist Headteacher in dealing with human resources issues that may arise from time to time.
7. Responsibility for assisting with preparation of advertisements for vacant posts, reference checks, completions of DBS checks, letters of appointment, work permits and payroll forms, ensuring that all necessary procedures and paperwork are carried out.
8. Have responsibility for the up-to-date management of the Single Central Record (SCR).

9. To ensure the maintenance of daily registers for staff attendance, requests for staff absence and monitor this informing the Headteacher when future action may be required.
10. To ensure that Teacher Salary Statements are prepared annually.
11. To monitor the Continued Professional Development (CPD) and First Aid Log.

D Finance and Accountancy

1. To assist in the preparation of a realistic and balanced short and long term budget strategies with agreed procedures which are reviewed annually, and to assist in the preparation of the annual budget for approval by the Headteacher and Governors.
2. To assist in the preparation of regular financial updates and reports over the year demonstrating an understanding of the school's short, medium and long term financial position.
3. To be the budget holder for the school's premises and administrative budgets and provide monthly budget monitoring reports to the Headteacher.
4. To operate both bank accounts, petty cash, charge cards x 2 and any external grants, and to oversee banking and carry out bank reconciliations as appropriate.
5. To assist in the preparation of financial returns as requested by the DfE, the LA, Inland Revenue, Customs and Excise and other statutory authorities and support Governors to assist in the preparation of the School Financial Values Standard (SFVS) requirements.
6. To ensure records are up-to-date and income and expenditure is recorded in the different streams of funding appropriate for audit purposes.
7. To assist in the closure of accounts on a monthly basis producing monitoring reports to be authorised by the Headteacher (or on her absence by the Deputy Headteacher) and submitted as required to the LA and for local use monitoring the financial position of the school by management.
8. To assist in the preparation for presentation of regular management analyses reports and longer term assessment on income and expenditure in relation to the school's budget within the School Improvement Plan.
9. To monitor and control expenditure, including the monitoring of all ordering, receipt of goods and payment of invoices. To advise on the status of school's accounts and highlight potential risks prior to negative impact upon the budget.
10. To ensure that all financial procedures are carried out in line with current regulations and LA Financial Regulations and that effective monitoring systems of income and expenditure are operated. To assist with the development and maintenance of the school's Financial Manual and ensure that it is kept up to date.
11. To obtain competitive quotes, where appropriate, in order to receive best value for money, ensuring contracts do not roll year on year without appropriate review and research of the market in line with best value.
12. To assist with the co-ordination of the tendering process and award of contracts with reference to financial regulations.
13. To monitor contracts and review annually, reporting through the year to the Headteacher and Governing Board where appropriate of action required regarding contracts not meeting best value.
14. To work together with the administrative team ensuring the banking of monies, payment of invoices, chasing monies owed to the school takes place on a regular basis controlling bad debt risk and cash flow.
15. To continually monitor and review in the best interest of the school, the school's insurance and process claims where loss or damage occurs.
16. To be responsible for the maintenance and monitoring of an asset register and loan system for the school, including identifying resources and equipment to be written off and a programme of replacement.

17. To assist in the preparation of bids for capital development projects and grants.
18. To 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 with the timescale requested.
19. To assist with the negotiation of formal financial agreements with suitable providers for agreed amounts, at stipulated times and appropriated costs and agreed and relevant repayment schedules.
20. To review annually Service Level Agreements (SLAs) offered by the LA and consultants to achieve best value for money.
21. To maintain records and contracts for all school short and long term leases and hire.
22. To oversee statutory obligations are being met for children, ensuring financial and supporting agency services are adequate for their diverse needs.

E Premises/Health and Safety

1. To arrange for all premises and plant insurance and liability insurance policies to be taken out accordingly.
2. To develop ways in which the school can be accessed for community use and promote and establish the school's identity within the local community.
3. To maintain appropriate comprehensive records in relation to premises management.
4. To ensure school's Health and Safety policies are clearly communicated and are available to all people.
5. To ensure compliance of procedures at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instructions and supervision as necessary to accomplish those goals.
6. To ensure policy review at regular intervals or as situations change.
7. To ensure that contracts for annual Health & Safety checks are carried out by relevant services.
8. To assist in a programme of risk assessment and fire drills.
9. To ensure the planning and maintenance records of fire practises and alarm tests.
10. To work in compliance with the Schools' Health & Safety policies and under Health and Safety at Work Act (1974) and The Deregulation Act 2015 (Health and Safety at Work), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

F Marketing/Communications/Information Technology (IT)

1. To assist in making full and appropriate use of IT technology and systems at the school and to help develop the computer aided administration which support the administrative team's ability to achieve outcomes using appropriate systems reflecting effective time management of the human resources.
2. To ensure appropriate systems are understood by the administrative team to provide the most effective processes possible for information to be shared easily and understood by appropriate staff.
3. To support the administrative team with role shadowing to ensure core tasks providing critical information and record keeping continue in the event of team member absence.
4. To monitor the development and management of the school's website to ensure its content follows the national school's website requirements and provides a key marketing tool to raise and maintain recruitment and to promote the school's achievement; to ensure that content is updated regularly and visits to the website are monitored and evaluated.

5. To assist in development and maintaining close working relationships with local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids for these.
6. As part of the Administrative team ensure that communication with people external to the establishment is carried out effectively and in a professional manner. This will include high quality reception service and promoting positive relationships with people who visit, call or email, in order to leave them with the best possible image of the school.
7. To ensure that contingency plans are in place for technology failure.
8. To work with Headteacher, school staff and external consultants to identify business opportunities for marketing the school.

G Other

1. To be sympathetic to and supportive of the ethos of the school.
2. To carry out other related duties to meet the developing needs of the school.
3. To contact elections for staff and parent governors as necessary.
4. To flexibly operate contracted hours/shifts to meet the needs of the school between 8am and 6pm.

Safeguarding

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and LA.
2. To ensure school's SCR is regularly checked to ensure it is up-to-date at any one time and carry out checks when needed.

Data Protection

When working with computerised systems and personal data you need to be completely aware of the responsibilities at all times under the Data Protection Act 2018 for the security, accuracy and significance of the personal data held by the systems.

The duties of the job description may be reviewed and are subject to amendments annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the school. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities and duties.

Name of Postholder: _____

Signed: _____

Date: _____

REAY PRIMARY SCHOOL Person Specification

Qualifications:

1. Physical ability to perform the duties of the post with the support of aids or adaptations required.
2. Experience of working in a school setting is essential
3. 5 GCSE grade C or above including English and Maths or equivalent is essential, and a higher educational qualification is desirable as is the Certificate of School Business Management from the National College of School Leadership (NCSL) or at present studying or willingness to study for this qualification.
4. AAT qualified or working towards CCAB accounting qualification desirable but not essential.

Experience:

5. Experience of using the SIMS and FMS computerised system for budget management and the financial regulations applicable to schools and early years settings.
6. Experience of using computerised systems in an administrative environment.
7. Experience of providing high-level administrative support including experience of working collaboratively with colleagues to ensure all appropriate tasks are executed, creating happy and mutually supportive team.
8. Experience of premises and/or site management.
9. Experience of successful income generation.

Skills, Knowledge and Ability

10. Proven experience leading and working as a part of a high impact successful team.
11. The ability to ensure that confidentiality and professional discretion is maintained at all times.
12. Attention to details and accuracy.
13. An understanding of the functions and duties of a school and its relationship with the community, other educational establishments, schools, nurseries and the LA.
14. Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding.
15. Ability to use Microsoft Word and Excel to construct documents to a high standard including writing bids for financial funding.

16. Ability to undertake a wide range of finance, personnel, premises and administrative tasks.
17. Proven skills and experience in managing and defusing confrontation whether involving school staff or other stakeholders.
18. Ability to collate statistical data from a range of sources, understand the data and present in written reports that can be easily understood by all stakeholders.
19. Ability to work successfully as a team member establishing effective working relationships and flexible working practices.
20. Ability to communicate with all stakeholders in a professional calm and effective manner, being empathetic when necessary.
21. Experience and skills in dealing appropriately with from of house including confrontational situations and the knowledge of how to defuse situations and when to refer to the line management.
22. Ability to assimilate information readily and speedily.
23. Ability to work under pressure in a constantly changing and demanding environment.
24. Has an up to date knowledge of relevant legislation and guidance in relation to working and the protection of children and young people.
25. Knowledge of the application of Health and Safety in a school setting, including good practice relevant to maintenance and upkeep of public buildings and the carrying out risk assessments.
26. Excellent communication skills both orally and in writing including being able to respond appropriately to staff, governors, external agencies, the LA and other stakeholders.
27. Displays commitment to the protecting and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.