



## **JOB DESCRIPTION**

**POST: OFFICE/FINANCE MANAGER**

**RESPONSIBLE TO: BUSINESS MANAGER/HEADTEACHER**

**SCALE: SCALE 5, SCP 12-17**

### **MAIN PURPOSE OF THE JOB:**

To ensure the smooth and effective running of the school office and all administrative and communication functions.

### **MAIN DUTIES & RESPONSIBILITIES:**

To contribute to the safeguarding and promotion of welfare of the pupils with regard to Safeguarding and Child Protection procedures and ensuring confidentiality is always adhered to.

To have oversight of all the finance and office functions, ensure the smooth and effective running of the school office and all administrative and communication functions.

To support the Business Manager and Headteacher to meet the needs of the school.

### **Finance:**

- To provide finance support to the Business Manager and Finance Administrator, including with raising purchase orders, goods receipting, invoicing, journalling, budget monitoring and Procurement Card coding
- Ensure all finance policies, procedures and audit requirements are complied with
- To assist the Business Manager with budget monitoring and complex finance queries
- To ensure all income due from parents/carers is received
- In conjunction with the Finance Administrator ensure all orders are placed in a timely fashion
- In conjunction with the Finance Administrator to oversee the Arbor payments system

### **Personnel:**

- Ensure the Single Central Record is always maintained and inspection ready
- Support the administration of the recruitment process from advertising the role to employee start
- Ensure timely and accurate staff absence records are input to the system

**Website:**

- To ensure the school website is always compliant
- To update text content of the school website and upload relevant documents as required
- To conduct a half termly website compliance check and share with the Business Manager

**Administration/Data Protection:**

- Supervise the day-to-day work of the office team and train and develop as necessary
- Prepare and run the pupil and workforce census returns
- Maintain records in accordance with the school's records retention schedule and Data Protection law, always ensuring information security and confidentiality
- To support the Business Manager in their role of Data Protection Lead
- Oversee the maintenance of the school's MIS system, ensuring all information is accurate and up to date
- Ensure that all members of the office team present a positive image of the school to all stakeholders
- Ensure all Annual Review administration is completed correctly by the Administration Assistant
- Ensure the school's email inbox is managed ensuring response times are appropriate and emails forwarded to the relevant member of staff
- To check all outgoing correspondence for accuracy
- To ensure the compliant administration for exclusions and complaints

**General:**

- To always maintain confidentiality
- Ensure fire drill procedures are followed
- Liaise with the Exams Officer to enter exam entries
- Undertake general office duties
- Ensure the school is stocked with sufficient supplies, eg stationery/exercise books
- Provide proactive support to the Business Manager and Headteacher

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post.

This job description may be subject to amendment to meet the needs of the school following appropriate consultation.

Name: ..... Signed: .....

Date: .....