



Job Profile

Management, Finance & Admin Level 10

Your job

Job purpose: To lead on the development and implementation of financial and support functions within the school.
To have responsibility for the whole school site including Health & Safety.

Reporting to: Headteacher, Senior Leadership Team, School Governors

Responsible for: Line management responsibility for financial & admin teams and/or other support staff

Liaising with: Headteacher, Governors, outside contractors, other members of staff – teaching and non teaching, LA

Grade: G10

Gauge Ref: A23232

Disclosure level: Enhanced

Job Outline:

- To be a member of the SLT and contribute to the effective strategic planning, delivery and evaluation of the school.
- To prepare, manage and monitor the whole school budget providing regular management reports to budget holders, Headteacher and Governors.
- To advise the Headteacher, Senior Leadership Team and Governors on the most efficient use of the schools financial resources.
- To develop, maintain and implement the robust information and recording systems to support effective analysis, monitoring and evaluation of school functions.



- To support if required on the development and implementation of the marketing strategy for the school and on the development of income generating activities.
- To assist with the development of policies to maintain and improve support functions across the school.
- To have responsibility for the school premises including its adaptation and development and negotiating with contractors / business people if required.
- Effectively and proactively implement Health and Safety legislation and good practice for staff and visitors.

Other specific duties:

- To carry out duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff review and development appraisal process

Health and Safety Training

- Effectively and proactively implement Health and Safety legislation and good practice for staff and visitors.
 - To undertake Health and Safety Training on areas within the relevant work area.
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Schools Job Profile Acceptance Form

Management, Finance & Admin

Level 10 G10 – A23232

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

DFES: _____



Person Specification / Selection Criteria Management, Finance & Admin Level 10

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience in administrative / finance roles at a senior level	E		A, I, R, P
Proven experience of implementing financial procedures	E		A, I, R
Experience of managing and monitoring budgets	E		A, I
Experience of developing, using and implementing ICT systems and procedures	E		A, I,
Previous experience of managing a range of staff over a number of work areas	E		A, I, R
Evidence of Continuous Professional Development	E		A, I
Experience of working in school or similar environment		D	A, I



B. Training and Qualifications

	Essential	Desirable	Source
Degree in Business & Administration or equivalent relevant qualification or equal measurable level of experience	E		A
Certificate In School Business Management (CSBM)	E		A
Willingness to work towards DSBM		D	A
Recognised management qualification or equivalent level of experience	E		A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of financial regulations and codes of practice	E		A, I
Understanding of budgetary control	E		A, I
Knowledge of legislation relevant to Safeguarding within a school environment		D	A, I
Current knowledge of employment law		D	A, I, R
A good understanding of Health & Safety legislation	E		A, I



D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Excellent organisational skills	E		A, I
Ability to maintain confidentiality	E		I
Very good interpersonal and communication skills in order to be able to negotiate with others	E		A,I,R
Adaptable and diplomatic approach to differing situations	E		A, I
Willingness to be flexible to work outside the normal working pattern when required	E		I
Ability to use initiative to respond to and resolve a range of long term problems	E		A, I
Ability to work under pressure and to set deadlines for self and others	E		A, I, R
Ability to manage a team of staff covering a number of areas of work	E		A, I
Excellent project management skills	E		A, I, R
Ability to work as part of a team	E		A, I



E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I