Job Profile

Management, Finance & Admin Level 9

Your job

Job purpose: To be responsible for the development and management of financial and/or administration / HR functions within the school including management of staff.

Reporting to: Headteacher/School Business Manager/Governors

Responsible for: Finance Officer/Assistant, admin team if applicable

Liaising with: Headteacher, Governors, Senior Leadership Team, other teaching and non-teaching staff, pupils and visitors to the school, LA

Grade: G9 **Gauge Ref:** A23532

Disclosure level: Enhanced

Job Outline:

- Under the direction of the Headteacher to manage all aspects of the school budget and to oversee the provision of regular detailed management reports
- To develop, implement and maintain the school's office and reporting systems.
- To provide leadership and management for office/finance staff.
- To develop and promote marketing of the school.
- To develop, maintain and implement the school's accounting / administration / HR systems in order to provide detailed analytical and statistical information
- To develop and implement robust information, recording and reporting systems in order to provide comprehensive data analysis on a variety of operational issues

- Under the direction of the Headteacher to undertake full financial analysis on current and future variations in income, expenditure and trends.
- To ensure all financial / administration / HR regulations and requirements are implemented and adhered to.
- To provide in depth advice to Headteacher/Governing Body/SLT/stakeholders on regulations, legislation and policies and procedures
- To effectively and proactively implement Health and Safety legislation and good practice for managed staff.
- To play an active role in the development and implementation of operational policies and procedures

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, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

- To undertake Health and Safety Training on areas within the designated work area.

Schools Job Profile Acceptance Form

Management, Finance & Admin

Level 9 G9 – A23532

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 9

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
High level experience of implementing and using a range of software packages for financial administration e.g. word and excel	E		A, I, R, T
Experience of using complex database programmes	E		A, I, T
Previous supervisory/line management experience	E		A, I
Experience of maximising the use of and implementing computerised financial systems	E		A,I, R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 5 in Finance/Business/Administration or relevant Degree	E		A,I
ILM or equivalent level of supervisory/management experience/qualification	E		A, I
Certificate in School Business Management (CSBM) or willingness to work towards it within agreed timescale		D	A, I
CIPD (CPP) or comparable qualification or equivalent level of experience		D	A, I

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 a range of complex office and/or financial procedures	E		A,I, R
Knowledge of developing, implementing and maintaining administrative and/or financial processes	E		A, I
Understanding of a range of financial processes within a school or similar environment	E		A, I, R
Knowledge of personnel related issues	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**
High level of interpersonal and communication skills	E		A, I R
Ability to use initiative to respond to and resolve long term problems	E		A,I
Very good organisational skills	E		A, I
Ability to work under pressure and to set deadlines	E		A, I, R
Ability to develop and implement procedures and policies	E		A,I, R
Ability to manage own workload and direct and manage the workload of others	E		A, I
To work occasionally out of hours work to support school functions	E		I
Ability to motivate and develop staff	E		A, I
To take responsibility for self development and undertake training as required	E		I

E. Legal Issues

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