

**NEWBRIDGE LEARNING COMMUNITY**  
**HR & FINANCE OFFICER**  
**JOB DESCRIPTION**

**1. INTRODUCTION**

- 1.1 **NAME OF POSTHOLDER:** \_\_\_\_\_
- 1.2 **JOB TITLE:** HR & FINANCE OFFICER
- 1.3 **JOB PURPOSE:** To Supervise the Financial/Administrative personnel, financial and office support services under the direction of the Business Manager to support the efficient administration and organisation of the school.
- 1.4 **Line Management:** Reporting to - Business Manager, Headteacher.  
Responsible for - No Line Management Responsibility (supervision of office staff and workloads is required.)
- 1.5 **Liaising With:** Business Manager, Headteacher, other school staff, visitors, pupils and outside agencies/professionals.
- 1.6 **Salary Scale:** Grade 6
- 1.7 **Working Time:** 37 hours per week, 44 weeks per year.  
(Specific working pattern to meet the needs of the school)
- 1.8 **CRB Disclosure Level:** Enhanced

**2. ORGANISATION**

- 2.1 To support/supervise and undertake a range of administrative/finance duties and complex IT based tasks.
- 2.2 To input, analyse and evaluate complicated data/information to produce relevant detailed reports as requested.
- 2.3 To act in a supervisory role to ensure that all School workforce and School census data is current and correct.
- 2.4 Ensuring that returns to the LA, DfE and other regulatory bodies are completed and returned on time by accurate completion and submission of associated complex forms.

- 2.5 To deal with and respond to enquiries from staff, students, parents and outside agencies.
- 2.6 Liaise with outside agencies re orders, invoices, returns or queries etc.
- 2.7 Assist with the booking arrangements for staff training courses/inset days/trips/school lettings.
- 2.8 Liaise with heads of department over budget administration queries.
- 2.9 Assist in transport arrangements for the school. Including, submitting vehicle details to the LA for Insurance purposes.

### **3. ADMINISTRATION**

To provide a key role in supporting the Headteacher and School Business Manager in planning, monitoring and reviewing financial provisions and to assist the School Business Manager with a range of financial/accounting processes by undertaking the following:

- 3.1 Input, production and recording of complex financial/accounting processes and information.
- 3.2 Processing of orders, invoices, income, cheques and petty cash etc. via FMS6.
- 3.3 Reconciliation and monitoring of bank statements, Salaries and Agresso reports and entering data on to FMS6.
- 3.4 Assisting the School Business Manager with completion and update of accurate records for SFVS and Audit purposes.
- 3.5 To update the school asset register with new acquisitions in line with audit requirements.
- 3.6 Production and evaluation of a range of financial and HR/payroll data and provide reports as requested.

To assist and support the School Business Manager with a range of HR and payroll processes by undertaking the following:

- 3.7 Recording of staff absences and provide staff absence reports. Including completion of staff absence insurance claims.
- 3.8 The administrative procedures in relation to sickness absence management. Including, updating the relevant systems and forms, monitoring and submission of data to the LA.
- 3.9 Provide Human resources data appropriate to the schools requirements.
- 3.10 Collation and submission of monthly timesheets and overtime claims.

- 3.11 The Production of annual salary statements for both Teaching and Support Staff.
- 3.12 Informing the payroll provider about pay/contractual changes and issuing written correspondence to staff members. Including relevant forms for starters/leavers etc.
- 3.13 In conjunction with the relevant senior managers, ensure that the school meets all of its duties and obligations with regards to Safeguarding in respect of staff appointments.
- 3.14 To assist in maintaining the Single Central Record and for the enforcement of the appropriate DBS checks on anyone who enters the school.
- 3.15 To be responsible for the DBS checks for Agency Supply staff and to keep accurate records of all supply staff used.
- 3.16 Assist the Business Manager in maintaining confidential staff records including personnel data/contracts/letters/DBS and medical clearance in compliance with internal and external regulations.
- 3.17 In liaison with the Business Manager, administer the processes associated with recruitment. Including drafting/posting adverts. Receiving, copying, distributing and collating all forms. Requesting references. Maintaining accurate files to support the process.
- 3.18 Preparation of interview letters, devising and implementing interview schedules. Co-ordinating associated hospitality and rooming arrangements.

#### **4. RESOURCES**

- 4.1 Undertake research and obtain information to inform decisions.
- 4.2 In Liaison with the business Manager, be responsible for the co-ordination and upload of data to the school website and to oversee the schools media and online communication systems.
- 4.3 Assist with procurement, sponsorship, marketing and promotion of the school.

#### **5. GENERAL RESPONSIBILITIES**

- 5.1 Comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.2 To participate in the staff review and appraisal process.
- 5.2 Contribute to the overall ethos/work/aims of the school.

- 5.3 Establish constructive relationships and communicate with other agencies/ professionals and staff. Carrying out the duties in the most effective, efficient and economic manner available.
- 5.4 Ensure that all office staff are supervised and effectively deployed within their roles. (Also, to act as temporary line manager to office staff in the absence of the Business Manager.)
- 5.5 Where appropriate and when necessary, undertake general reception and admin duties and organise relevant hospitality arrangements. Attend and participate in regular meetings as may be reasonably directed, taking minutes where appropriate.
- 5.6 Participate in training and other learning activities and performance development as may be reasonably directed.
- 5.7 Manage incidents which may require positive handling of a young person when appropriate.

## **6. OTHER DUTIES**

- 6.1 To undertake Health and Safety training on areas within the designated work area.
- 6.1 Undertake any other reasonable duties specified by the Headteacher, commensurate with the job title and grade of the post.

## **7. SIGNATURES**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Staff)

Signed .....  
(Headteacher)

Dated .....  
(Staff)

Dated .....  
(Headteacher)

**Person Specification**  
**HR and Finance Officer**  
**Newbridge Learning Community**  
**Selection Criteria**

	Essential	Desirable	Source A = application I = interview R = reference
<b>Qualifications/Education/Knowledge</b>			
NVQ Level 4 or equivalent qualification in Business Administration/AAT related discipline/ QCF credit Value or willingness to work towards within an agreed timescale.	✓		A
NVQ Level 3 or equivalent qualification in a Business or Administration related discipline or continued CPD in administration in the education sector.	✓		
Three GCSEs grade C or above (or equivalent) including, Maths and English, or demonstrate Numeracy and literacy competence at NVQ Level 2.	✓		A
Positive handling training undertaken or willingness to undertake the training.	✓		A, I
<b>Experience</b>			
Successful experience of development and operation in an office environment.	✓		A, R
Successful experience of working with electronic information management systems or CLAIT, B Tech, RSA equivalent.		✓	A, R
<b>Skills/Abilities</b>			
Effective use of ICT and other specialist equipment/resources.	✓		A, I, R
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation relating to school administration.	✓		A, I
Excellent communication skills - verbal and written.	✓		A, I, R
Very good ICT/keyboard skills.	✓		A, I, R
Successful interpersonal skills and ability to relate well to children, adults and partner agencies.	✓		A, I, R
Ability to work under pressure to strict deadlines.	✓		
Adaptability to meet emerging challenges and changes as the school develops.	✓		A, I, R

Self-motivated, ability to identify own training and development needs and able to use initiative effectively within the ethos and expectations of the Governors and Headteacher of the school.	✓		A, I, R
<b>Other Requirements</b>			
Positive recommendation from the current employer through written references.	✓		R
Qualified driver and car owner.		✓	A

**NEWBRIDGE LEARNING COMMUNITY**  
**NOTES RELATING TO JOB DESCRIPTIONS**  
**2019/20**

Applicants should be aware that the job descriptions have been based on the best information available at March 2019 as to the role and potential number of pupils to attend the school.

All applicants, therefore, need to be aware that the roles and responsibilities provided may, and are likely to change as the school develops. The Governors and Headteacher have made every effort to be accurate in the job descriptions but all applicants must accept the need for, and likelihood of, changes in their roles and responsibilities. The Governors and Headteacher will make every attempt to make changes in the spirit of the job descriptions, and postholders will be consulted prior to any changes being confirmed.

However, the Governors and the Headteacher reserve the right to make any changes necessary to protect the best interests of the learners on roll and the efficient management of the school.