

Job Profile

Management, Finance & Admin

Level 8

Job purpose:	To be responsible for the management of financial and/or administration procedures, transactions and activity within the school including supervision, training and development of office staff. And/or to manage the HR administrative function within the school and/or to provide a confidential administrative service to the Headteacher and an effective clerking /secretarial/ advisory service to the governing body.		
Reporting to:	Headteacher/School Business Manager/Governors		
Responsible for - Staff	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 of post:	G8	Gauge ref:	A23230
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none"> • To plan, develop, manage, implement and maintain the school's accounting / administration / HR systems in order to provide detailed statistical information and give quantitative and qualitative advice on these issues as required • To undertake complex and detailed analysis on a range of financial/operational subjects in order to provide comprehensive reports to the Headteacher/School Business Manager/SLT/Governing body, and provide a full advisory service on relevant legislation, policies and procedures • To prepare, manage and monitor a designated budget providing regular detailed management reports [as requested advising on any variances] • To provide a comprehensive clerking / secretarial and advisory service to the governing body in order to ensure it operates within statutory framework/regulations • To effectively manage office/finance/HR staff • To market and promote the school, providing assistance if required for the development of all marketing resources • To develop, maintain and implement appropriate information and recording systems. • To contribute to the development of relevant operational policies and procedures. • To monitor Health and Safety procedures and good practice for managed staff reporting any issues.

Other Specific Duties

To carry out the 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 8
G8 – A23230**



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 _____

Please sign and return to your manager.

Person Specification / Selection Criteria Management, Finance & Admin Level 8

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous 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 experience of managing a range of complex personnel related processes		D	A,I, R
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, or a comparable level of experience relevant to the requirements of the role	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

	Essential	Desirable	Source
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 resolve medium term problems	E		A,I
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