

## Role Profile

<b>Job Title:</b>	<b>Finance and Operations Manager</b>	<b>Grade:</b> 11	<b>Spinal column point range:</b> 35 to 37
<b>Department:</b>		<b>Post no:</b>	
<b>School:</b>	Montpelier Primary School	<b>Location:</b>	

<b>Role reports to:</b>	Co-headteachers
<b>Direct Reports:</b>	Finance Officer; Site Manager
<b>Indirect Reports:</b>	N/A
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the school and the requirements of the job.</i></p>	

## JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### PURPOSE OF ROLE:

- To be directly responsible for the strategic and operational management of the school finances.
- To be directly responsible for the strategic and operational management of the school premises, including legal compliance, health and safety and lettings
- To be responsible for strategic oversight of school IT resources in liaison with the co-headteachers
- To line manage and performance manage finance and site management staff.
- To be responsible for project management and for ensuring the provision of appropriate, accurate and timely verbal and written guidance to the Senior Leadership Team.
- To be a keyholder for the school and act as emergency callout if the site manager is unavailable
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

**KEY ACCOUNTABILITIES:****Financial management**

1. To plan, compile, interpret and communicate the three-year budget plan, taking into account the needs of the school, future projections of income and expenditure and in line with the school improvement plan.
2. To be responsible for advising the senior leadership team and the Governing Board on matters of financial governance and submit the phased budget to the Governing Board for approval and submit to LA within set deadlines.
3. To produce monthly budget reports for senior leaders highlighting any discrepancies or over/under spends.
4. Report to Governing Board as required, attending 4 finance meetings each year, online or in school, compiling and presenting appropriate reports according to the agenda
5. To have responsibility for developing and ensuring that the financial procedures manual is maintained in accordance with LA/national guidance.
6. To proactively review resources and spending priorities to ensure that school development plan's targets reflect budget planning.
7. Be responsible for ensuring that efficient and safe routines are maintained by all staff concerning collection, security and distribution of cash.
8. To be responsible for banking all cash and cheques received by the school
9. To be responsible for effective management of the school's private fund, including responsibility for compliance with financial regulations, keeping records, accounts and making arrangements for the private fund to be audited.
10. To oversee and be responsible for ensuring that orders are correctly placed and that bills are paid correctly from the school fund.
11. To carry out bank reconciliation in a timely manner according to policy and regulation.
12. To check and authorise BACs payments and other relevant day to day processes of the finance officer role
13. To oversee and have responsibility for monies collected in respect of school outings, journeys, donations, charity and any other events that require the collection of money.
14. To oversee and have responsibility for computerised financial management systems, e.g. FMS, SCOPAY and ensuring that they are kept up to date and accurate.
15. To have strategic oversight of the school's IT assets, both curriculum and non-curriculum and to liaise with the co-headteachers and the IT support company to create and fund a rolling programme of renewal
16. To liaise with the PTFA to ensure monies are handled correctly and that the school's annual invoice is timely and complete.

17. To monitor and review all provider contracts and service level agreements according to policy to ensure value for money and suitability
18. To be responsible for compiling and submitting the SFVS or any future comparable requirement in a timely manner.
19. To be responsible for completing and submitting all financial returns in a timely and compliant manner
20. To liaise with extra-curricular club providers and other lettees to prepare and process all necessary paperwork for lettings, including the lettings agreement, insurance, first aid certification, safeguarding policies and any other necessary documents.
21. To research, propose and apply for grants and other additional funding to enhance resources and experiences for the school community
22. To carry out tasks of the finance officer during planned or unplanned short-term absence
23. To arrange for appropriate cover in the longer-term absence of the finance officer

### **Site Management**

24. Manage the site manager in prioritising the work around the site in accordance with the School Improvement Plan and Asset Management Plan.
25. To carry out appraisal for the site manager, including setting objectives
26. To ensure that all necessary training is undertaken by the site manager and remains current
27. To undertake own training in respect of site compliance, e.g. asbestos, legionella, fire etc in order to be a 'responsible person' who understands compliance requirements
28. Manage and monitor any site repairs, after approval from headteachers and arrange for contractors to carry out all necessary work within agreed deadlines.
29. Be responsible for managing in conjunction with the Site Manager the annual maintenance programme for the school.
30. To support the site manager in preparing for the annual audit assistance inspection and to represent the school during the audit.
31. To advise or represent the headteachers at meetings relating to the school site as required.
32. To report to the governing board as required providing status reports on any matters arising.
33. To have overall responsibility for the installation and maintenance of equipment for protection against and escape from fire with close liaison with the fire authorities.
34. To keep records of and to initiate regular fire practices and alarm tests.
35. To ensure emergency procedures are current and timely.
36. To know what the elements of fire safety are and the associated risks to the

school through the process of risk assessment.

37. To co-ordinate and manage the work and communicate/liaise with architects, contractors and council officers with regard to the maintenance, refurbishment and development of the site.
38. To be responsible for liaising with the site manager/caretaker on the security and safe working condition of the school site.
39. To ensure that all relevant site risk assessments are in place and current. To oversee and monitor risk assessments in conjunction with Site Manager.

## **General responsibilities and support services**

### **Administration**

40. Develop, review, update and maintain policies and procedures relating to financial probity, health and safety and security, reporting any concerns to an appropriate person.
41. Organise briefings, workshops and other training for other staff, particularly in terms of health and safety matters.
42. To be responsible for devising marketing and promotional strategies for the school.
43. To ensure that an asset register of all eligible school equipment is maintained.
44. To identify the need and be responsible for securing all necessary licences and insurances.
45. To respond to emergencies appropriately and inform relevant staff.

### **Other Responsibilities**

46. Build close working relationship with the Senior Leadership Team and Governors.
47. Adhere to school policy on equality and diversity.
48. Contribute to the development and implementation of the overall ethos/work/aims of the school.
49. Develop constructive relationships and communicate with other agencies/professionals.
50. Participate in training opportunities and professional development as required.
51. Undertake similar duties commensurate with the level of the post as required by the Headteachers.

## **KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

- Headteachers
- Governing Board
- Administration Team

- Local authority Accountancy Team
- Local authority Property and Health and Safety Teams
- Contractors, suppliers and lettees

#### **AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

- Can direct finance officer and site manager
- Can draft finance policies and other documents for approval by Headteachers and Governing Board
- Can authorise payment of invoices up to £5,000 from school funds in line with scheme of delegation

## **Person Specification**

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

#### **ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES**

- 1) A sound understanding of financial management arrangements in maintained schools and of the operational, strategic and legal responsibilities involved. The ability to meet these responsibilities.
- 2) A sound understanding of the requirements for school premises compliance and the ability to meet these responsibilities
- 3) The ability to communicate to a very high standard using an appropriate level of professional business English in writing and verbally
- 4) The ability to use a wide range of online systems to fulfil the requirements of the role
- 5) The willingness and ability to learn new online and in-school systems within a reasonable timeframe with appropriate training
- 6) The willingness and ability to become familiar with aspects of other roles in order to effectively monitor and report on them
- 7) The ability to organise own workload, anticipating future pressures and deadlines
- 8) The ability to identify, request and take part in appropriate CPD to maintain skills
- 9) A well-developed ability to work on initiative and to react quickly and appropriately to dynamic situations
- 10) The ability to exercise a high level of discretion and confidentiality in all aspects of the role
- 11) The willingness and ability to work outside of normal office hours on occasion
- 12) The ability to integrate fully as part of a small mutually-supportive team

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION  
(e.g. HCPC)**

- 1) English and Maths GCSE Grade A – C or equivalent
- 2) At least two full years carrying out a broadly similar or equivalent role in a state-maintained primary school
- 3) Ability to use FMS (or similar) and Microsoft Office 365
- 4) Experience of managing teams
- 5) The right to work in the UK
- 6) A satisfactory enhanced DBS check