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| **Job title:** | **Human Resources/Finance Officer and Deputy Safeguarding Lead** |
| **Whole school accountability:**  **Grade:** | School Business and Administration  SO2, Spine Point 27-29  (35 hours per week - 52 weeks per year) |
| **Responsible to:** | The School Business Manager/Headteacher |
| **Supervisory responsibility:** | Deputise for the School Business Manager and Safeguarding Lead |

**Main Purpose**

As a senior member of the administrative team, be responsible to the School Business Manager to ensure the school functions efficiently and smoothly and to carry out key responsibilities effectively to support all parts of the school’s operation. To be responsible for the administration of the school’s Human Resource policies and procedures and the administration of the school’s admissions.

As Human Resources and Finance Officer, deputise in the absence of the School Business Manager.

As a member of the Safeguarding Team, have whole school responsibility for maintaining the Single Central Record, managing all applications for Disclosure Barring Service (DBS) and coordinating all school Trips and Visits.

To undertake confidential clerical matters and other such duties to support the work of the Headteacher.

To provide clerical and administrative support to the school’s Senior Management Team.

To undertake reception, word processing, clerical, photocopying, hospitality and other such duties to support the work of the school and governing body. To assist with stock control and the organisation of equipment maintenance.

**Main Duties:**

* To provide an administration and clerical service to the school. To manage own workload, ensuring deadlines are met and that quality service is provided.

**Leadership:**

* Be responsible for line-managing the Receptionist/Pupil Administrator

**Safeguarding:**

* To deputise for Safeguarding Lead
* To maintain the single central record for scrutiny by the headteacher and other inspecting bodies.
* To be responsible for implementing safeguarding procedures for staff, volunteers, visitors and outside agencies i.e. processing DBS checks, ensuring risk assessments are in place if required and recording and maintaining records in SIMS and SWF.
* To be responsible for *Right to Work* checks and *Identify* checks for all staff.
* To Assist with Risk Assessments for events at the school ie Summer Fair.
* To oversee all administrative elements of the Educational Visits Coordinator role ie risk assessments, staff ratios, transport and EV0 and EV1 forms.
* To be a core member of the school Safeguarding Team.
* To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

**Human Resources**

* To maintain and develop the school’s computer database and to monitor staff attendance, staff punctuality and sickness, producing reports and letters accordingly in line with the schools sickness policy. Attending all staff sickness monitoring meetings and taking minutes.
* Responsibility for the administration of monthly sickness/absence returns to the LEA.
* To record, maintain and update staff records in SIMS. To monitor staff signing in system in Inventry and to prepare and produce a variety of reports as required e.g. attendance, lateness, sickness records for scrutiny by the headteacher and other senior members of staff as required
* To maintain staff files, both manual and computerised, locating, collating and presenting information as required and to undertake filing as required, ensuring confidentiality is maintained.
* Responsibility for regularly reviewing and updating all manual and computerised staff records.
* To prepare information packs and lead on the administration of the school’s recruitment process.

**Finance**

Oversee finance administrative procedures including:

* Ensuring the correct processing of petty cash.
* Ensuring the correct processing and collection of income.
* Ensuring invoices are paid on time.
* To provide general financial support in line with the needs of the school under the direction of the School Business Manager.
* Monitor the level of school meal debt in line with the school policy and pursue outstanding debts.
* Notify the School Caterers daily of the number of pupil meals required including adult meals and provide weekly report for reconciliation.

**Admissions**

* Responsibility for the administration of school admissions and to liaise with the headteacher, Deputy Headteacher and Assistant headteachers
* To prepare admissions information packs and to provide administrative support for the foundation stage i.e. nursery and reception admissions.
* Arranging and organising school tours for prospective parents.
* Operate the School Information Management System and maintain up to date pupil records.
* Liaise with Lambeth Admissions and update the Admissions Portal.
* Ensure that all pupil records are properly maintained and regularly updated.

**Confidential Clerking**

* To provide confidential administrative, clerical and word processing support for the Headteacher and where appropriate, the Senior Leadership Team ie attending and minuting confidential meetings.

**General**

* To oversee the maintenance of the School Policy Schedule
* To complete statistical returns to the Local Education Authority and Department for Education and Skills in relation to staff records (e.g. Staff Census, and other LEA returns).
* To complete statistical returns to the Local Education Authority and Department for Education and Skills in relation to pupil records and the school roll and pupil details (e.g. School Census and other LEA returns)
* To provide a photocopying and reprographics service to meet the needs of the school.
* To assist with updating information on the school website.
* Cover Reception when necessary.
* To provide and maintain a professional and welcoming office environment and front line service as required providing a continuous service throughout the day to assist pupils, parent/carers, staff, governors and visitors.
* To answer the telephone promptly, log calls, take messages and refer callers as appropriate.
* To deal with incoming and outgoing post – franking, opening, logging and distributing.
* To be responsible for ordering and delivery of stock, supplies and stationery monitoring levels and ordering more material as required.
* To ensure stock is received, maintained and distributed in an orderly manner and that equipment is stored safely.
* To assist with the monitoring of office equipment ensuring that breakdowns are reported and maintenance carried out.
* To understand and actively implement all School & Council policies with particular regard for Health & Safety, Equal Opportunities and Customer Care, to work actively to overcome and prevent discrimination on grounds of race, sex and disability.
* To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
* To carry out other duties that may be required to meet the needs of the school.

**Safeguarding**: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Equal Opportunities**: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety**: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality**: The School is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Person Specification**

**Human Resources/Finance Officer and Deputy Safeguarding Lead**

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| **Experience** | 1. Experience of providing administrative support in a busy office environment. 2. Experience of HR processes within a school 3. Experience of using and developing office systems and procedures. 4. Experience of using computerised attendance monitoring systems or similar database. 5. Experience of using computerised Child Protection monitoring systems (CPOMs) or similar database is desirable. 6. Use of SIMS database (essential) 7. Experience of using information systems including computerised systems. 8. Experience of providing administrative and secretarial support. 9. Proven commitment to equal opportunities policies. 10. Experience as a Deputy Designated Safeguarding Lead desirable or willingness to learn. | |
| **Knowledge/Skills**  **/Ability** | 1. An understanding of the functions and duties of a locally managed school in the context of a local authority. 2. Ability to undertake administrative, secretarial and clerical tasks and operate office procedures effectively and accurately. 3. Ability to use information technology for communication, including e-mail, attendance monitoring, word processing, spreadsheets and databases (Microsoft Office) and excellent keyboard skills. 4. Ability to work successfully as a team member establishing effective working relationships and flexible working practices. 5. Ability to work under pressure in a constantly changing and demanding environment. 6. Proven good skills levels in literacy, numeracy, and communication and time management. This will include the ability to communicate effectively with a wide variety of people, in writing and over the telephone. 7. A good understanding of equal opportunities issues they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantages and inner city deprivation and the ability to develop appropriate response to the needs arising. 8. Physical ability to perform the duties of the post with the support of aids or adaptations as required. | |
| **Qualifications / Training** | 1. Excellent numeracy and literacy skills – equivalent to NVQ Level 2 in English and Maths | |
| **Key Competencies** | 1.TEAMWORK - Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.  2. IT skills  3. COMMUNICATING IN WRITING - Conveys written information clearly and accurately to a wide range of recipients.  4. COMMUNICATIING ORALLY - Speak confidently, conveying clear messages and gives accurate and up-to-date advice, providing clarity.  5. PLANNING & MANAGING OWN WORK - Effectively manages own workload, prioritising effectively and consistently meeting deadlines.  6.DELIVERING RESULTS - Embraces responsibility and displays a capacity for driving issues forward.  7. RESPECTING DIVERSITY - Seeks to develop an understanding of different groups & individuals and ensures equitable and appropriate treatment for all.  8.WORKING WITH CUSTOMERS - Committed to securing the best possible service and outcomes for customers.  9. MINIMISING RISK - Retains an awareness of the work environment, ensuring that the safety of customers,  colleagues, and self is paramount. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |