**Job Description**

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| **Job Title** | **MAT Premises Manager and Finance Assistant** |
| **Grade** | **Scale 7, Points 19-24** |
| **Reports to** | **Executive Headteacher, MAT Finance Manager, Headteachers** |
| **Liaison with** | **Executive Headteacher, Headteachers, Trustees, Governors,**  **Staff, Pupils, Parents, External Agencies and Visitors.** |
| **Job Purpose** | To operate, maintain and develop administrative and financial procedures and systems of the Trust.  To co-ordinate the maintenance of the school sites and their buildings, monitoring of maintenance schedules, the efficient operation of all facilities on the properties ensuring that legal and safety requirements regarding people and property and function of the Trust are maintained.  To advise the Executive Headteacher and Headteachers on Health and Safety matters to contribute to the successful and effective operation of the schools. |
| **Duties** | **Finance**   * Comply with the requirements of the Academy Trust Handbook (ATH) and submit some statutory returns. * To follow accounting procedures and resolve any problems, including: the ordering and processing and payment for all goods and services provided to the Trust. Supplier invoicing when required. * To undertake monthly reconciliation of the Trust’s financial systems and all bank accounts. * Preparing cheques/bacs payments for signature/authorisation and ensuring suppliers are paid promptly. * VAT accounting and reclaims. * Cash handling (collections and disbursements, banking and security). * Recording and monitoring Trust income and parental online payments and dealing with enquiries. * Financial enquiries relating to pension schemes. * Assisting with the Annual audits of pension schemes. * Responsibility for the reconciliation of payroll returns for the payment of all salaries and wages including PAYE, NIC and Superannuation.   **Premises and H&S**   * Manage the Trust’s compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the Trust. * To be responsible for the letting of the Trust’s premises to outside organisations and the local community. * Organise health and safety training for staff. * Co-ordinate the completion of asset registers. * To monitor contracts, tenders and agreements for the provision of support services used across Trust. * To maximise income generation and energy saving within the ethos across the Trust. * The monitoring of maintenance schedules and the efficient operation of all facilities. * With the Headteacher, external advisor and premises staff, monitor the maintenance, heating, cleaning and other general site services within the premises. * Manage the Trust’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements. * Monitor the Fire, COSHH and Asbestos registers.   The Premises Manager will also be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of GCPA, working with the Headteacher.   * To co-ordinate the maintenance of the school site, playing field, boundaries and the buildings * Maintain the Fire, COSHH and Asbestos registers. * Site security. * To co-ordinate the purchase, repair and maintenance of all furniture and fittings. * To manage and monitor contracts and agreements for the provision of support services specific to GCPA.   **Catering**   * To line manage catering staff to ensure, with the assistance of the Catering Consultant all Health and Safety regulations and food standards are met.   **GDPR**   * To support the management of and complete necessary duties to ensure GDPR compliance across the Trust.   **Administration - GCPA**   * To be responsible for obtaining any necessary licences and permissions and ensuring their relevance and timeliness. * To co-ordinate effective and efficient provision of administrative IT resources including hardware/software. * To assist with cover to support the efficient and effective running of the general office as one of the school’s main points of public contact. |
| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy. * Ensure that all duties and services provided are in accordance with General Data Protection Regulation and the School’s GDPR Policies and Procedures. * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment. * The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |

**Person Specification MAT Premises Manager and Finance Assistant**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | An understanding of basic finance and Health and Safety in the workplace (desirable)  Experience of an administrative role within an organisation |
| Literacy | Good pass in English GCSE (or equivalent)  Ability to communicate effectively in a clear and concise manner |
| Numeracy | Good pass in Maths GCSE (or equivalent)  Understanding and interpretation of financial data |
| Technology | Knowledge of finance and compliance packages (desirable) training will be provided for Trust systems |
| **Communication** | Written | Ability to write professional letters and reports |
| Verbal | Ability to exchange complex information clearly and sensitively. Ability to address staff, Trustees and Governing Body |
| Negotiating | Ability to negotiate effectively to achieve best outcomes.  Ability to manage difficult or controversial exchanges. |
| Behaviour Management | Understand and support the school’s behaviour management policy |
| **Working with others** | Relationships | Ability to establish rapport and respectful and trusting relationships with all staff  The ability and personal qualities to motivate staff  The ability to receive as well as give constructive advice  Establish effective relationships with those working in and with the school |
| Team work | Ability to make a distinctive contribution to the work of a team both as a member and manager and continuously look for ways to improve team dynamics |
| Information | Contribute to the development and implementation of effective systems to share and safeguard information and suggest ways to improve |
| Organisational skills | Excellent organisational skills  Ability to remain calm under pressure |
| **Responsibilities** | Line Management | Ability to manage, motivate and support the work of others |
| Time Management | Be well organised, have a high level of initiative and be able to delegate effectively and appropriately  Able to ensure that tight, strict deadlines are met. |
| Equalities | Demonstrate a commitment to equality |
| **General** | Health & Safety | Excellent understanding of Health and Safety. |
| Child Protection | Understand and implement Child Protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality and apply them. |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Ability to effectively evaluate own performance  Ability to transfer new knowledge to the workplace |