



Job Profile/Description **Management, Finance & Admin** **Level 8**

Job purpose:	<p>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.</p> <p>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.</p>		
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.

To undertake other directed tasks that could be reasonably expected of someone on this pay grade.

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.