



All Saints Voluntary Aided Church of England Primary School, Newton Heath

Job Description

Job Title: School Finance and HR Officer

Salary: Grade 7 (26-30)

Contract type: Permanent - Term time + 5 days

Reporting to: The post holder will report to the Head Teacher.

Main Purpose

To organise and supervise the operation of the business functions of the school, including financial management, human resources, compliance and administration.

Advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- Under the direction of the Head Teacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Prepare reports to governors where appropriate
- Implement school-wide changes and analyse resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes and staff wellbeing

Financial management and fundraising

- In partnership with the Head Teacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Support the Head Teacher in submitting the budget to the governing body
- Monitor the budget all year round, advising the Head Teacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Head Teacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Manage fundraising and school income
- Find and apply for grants
- Work with the diocese, Head Teacher and governing body on procurement processes, supporting tenders where appropriate, feeding back on due diligence, benchmarking and evaluating suppliers, and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Human resources

- Manage the school's payroll provision with the payroll provider
- Support the Head Teacher and governing body on ensuring that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Provide support on HR issues within school and liaise with the external HR provider
- Support reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Head Teacher and Governing Body
- Support the data protection officer with ensuring data protection compliance and

helping the school community understand how to comply with data protection law.

- To ensure accuracy and confidentiality of information produced relating to the management and administration of the school
- Liaising with Kitchen and Orian (kitchen providers) and ensuring any discrepancies are identified and followed up
- To receive and record monies received from parents for dinner money, milk, uniform, school trips, non-uniform, charity etc. This includes cash, and digital payments received in Arbor Parent Portal

Other areas of responsibility

- To comply with and assist in the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all
- To contribute to the overall ethos, work and aims of the school
- To develop constructive relationships and communicate with other agencies and professionals
- To share expertise and skills with others
- To participate in training and other learning activities and performance development as required
- To recognise own strengths and areas of expertise and use these to advise and support others

The Finance and HR Officer must carry out his or her duties with full regard and commitment to the Governing Body and Local Authority Policies.

The Finance and HR Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Finance and HR Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher, and there is flexibility in the role for the person to use their existing strengths within the school.

Person Specification

Qualifications	<ul style="list-style-type: none">• May hold of Certificate of Schools Business Management qualification (CSBM) or willingness to work towards with support of the school

	<ul style="list-style-type: none"> • Possess excellent numeracy and literacy skills • Any relevant Finance Qualification (eg. AAT, etc.)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Experience of change management • Contributing to staff development
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management, formulating budgets, rigorous monitoring and control procedures • Successful experience of implementing, developing and maintaining and effective administrative systems in a busy office environment • Have a full knowledge of the legislative framework of schools and education • Previous use of [insert any particular financial/administrative systems your school uses e.g. accountancy software, information management systems] • IT • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Self motivation and personal drive to complete tasks to the required timescales and quality standards. The flexibility to adapt to changing workloads demands and new school challenges. • Personal commitment to continuous school improvement and self development. • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. • Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Head Teacher / line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____