

HOTSPUR PRIMARY SCHOOL
FINANCE AND ADMINISTRATION MANAGER - JOB DESCRIPTION

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| POST TITLE: | Finance and Administration Manager |
| GRADE: | N6 |
| RESPONSIBLE TO: | Headteacher and Governors of Hotspur Primary School |
| RESPONSIBLE FOR: | School finance and administration team |
| JOB PURPOSE: | Supporting the school in attaining its aims and objectives by leading on financial management and the operation and delivery of administrative support. |

Financial Management

- Responsible to the Headteacher and Governing Body for all aspects of Local Authority Financial Regulations, ensuring compliance with the Financial Management Standard in Schools.
- Monitor and administer the school's delegated budget and standards fund including the verification of salary levels, NI contributions, etc.
- Ensure that all additional income is invoiced and accounted for including for student placements, leadership consultancy work, nursery fees etc.
- Oversee the preparation and dispatch of orders, receipts for deliveries, processing and payment of invoices for payment on a timely basis and stocktaking for stationery supplies.
- Account for specific funds such as school fund account, petty cash, extended services etc.
- To prepare budgets and reports for the Leadership Team, Governing Body and LA, as well as track performance to budget.
- Ensure that all accounting procedures are correctly undertaken, liaise with the Council's Business Manager and maintain the necessary financial and statistical data and returns as appropriate.
- Represent the school during visits of the internal auditor and implement audit action plans.

Whole School Administration

- To manage the administrative function including overseeing the general office workload and for keeping the Leadership Team informed of needs and concerns relevant to the of the finance and administration team.
- Line manage the finance and administration team, encouraging their personal and professional development, appraisal, keeping them informed of developments within the school.
- Responsibility for preparing and maintaining the school diary.
- Budget holder for and oversight of admin office supplies.
- Responsibility for ensuring that communication including letters, forms, policies, newsletters etc. are up to date and the information contained within them is accurate and updated on the school website.
- Manage incoming communication to the school email account, distributing to relevant staff or responding as required.

Data Management

- Responsibility for collating pupil data and the accurate completion and timely return of statistical data as required for DfE, LA, Ofsted etc. including census, and early years funding returns.
- Management of pupil assessment data systems – ensuring accurate and timely input and transfer where appropriate.

Human Resource Management

- Act as lead administrator for all personnel matters within school. This includes overseeing the process of staff recruitment on behalf of the Leadership Team, managing necessary contractual matters and pre-employment checks and coordinating the reporting of sickness and other absences.



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- Ensure that all staff records are kept up to date and responsibility for maintaining the Single Central Record.

School Admissions

- To manage the school's admission and transfer procedures in accordance with DfE and LA regulations liaising with the Leadership Team, Schools Admission Officers and other schools.
- To manage the Nursery admission process in accordance with school policy.

General

- Develop and maintain good relationships with staff, parents, governors, contractors and external agencies in order to promote the objectives of the school.
- To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.