|  |  |
| --- | --- |
| **School:** | **Lyminge Primary School** |
| **Grade:** | **Kent Range 7** |
|  |  |
| **Responsible to:** | **Headteacher** |

**Purpose of the Job:**

Responsible for the day to day management and monitoring of the school’s budget and financial and administrative systems in accordance with KCC Financial Regulations, providing timely and accurate information to the SLT and Governing Body as required.

**Key duties and responsibilities:**

1. Monitor all school budgets on a monthly basis, producing analysis reports to ensure that the Headteacher, Governing Body and Budget Holders have accurate and timely information on school finances.
2. Assist the Headteacher in preparation of the annual draft budget and any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
3. Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions ensuring all necessary requirements are met.
4. Arrange agreed payments, evaluate, audit and monitor expenditure complying with LA guidelines to ensure best value for money.
5. Develop and maintain systems and procedures to ensure information and transactions comply with school, LA and audit requirements.
6. Manage the School Fund within school and LA requirements to ensure that the school receives best value for money.
7. Assist the Headteacher in rescheduling and calculating costs of items for inclusion into the School Development Plan to ensure its effectiveness.
8. Manage the procurement process, including securing appropriate service contracts, licences and insurance.
9. Deal with VAT returns and liabilities.
10. Assist with funding/grant submissions.
11. Manage the school’s administrative function through planning, developing, designing and monitoring support systems and procedures.
12. Liaise with staff, pupils, parents/carers and external agencies.
13. Oversee the development and maintenance of recording and information systems.
14. Line manage the Office and Site Teams. including overseeing the systems for all aspects of site maintenance, Health and Safety and Personnel.
15. Arrange provision, analysis and evaluation of data and detailed reports and information to the Senior Leadership Team, the Governing Body and outside agencies.
16. Contribute to the development of policies for school support function.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Office Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|  |  |
| --- | --- |
|  | **CRITERIA**  |
| **QUALIFICATIONS** | Level 3 Diploma (or equivalent) having or willing to work towards the Certificate of School Business Management (CSBM).  |
| **EXPERIENCE** | Experience in administrative / finance roles.  |
| **SKILLS AND ABILITIES** | Analytical skills for financial management of school resources over the medium term, involving a range of complex issues, situations and problems. Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies. Deals with sensitive issues e.g. contracts, HR. Strong interpersonal and communication skills – written and verbal |
| **KNOWLEDGE** | * Thorough technical knowledge of day to day financial administration processes and protocols
* Sound working knowledge of site, personnel and office administration and processes
* High level IT skills
* Assured manner. High level customer service skills and professional ethos
* Good organisation & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail
* Initiative / proactive / ‘can do’ approach
 |

You may wish to add required behaviours. For more information visit: <https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>