**Maidstone & Malling Alternative Provision – Maidstone. Kent**

**JOB DESCRIPTION**

**School Finance and Business Manager**

**Salary Grade:** Dependant on experience Pay Range between:- **KSF** - £30,404-£33,752 and **KSG** - £34,421 -£38,304

**Pay** Based on 41 weeks and 30 days paid holiday actual would be

KSF range - £28111 - £31207

KSG range - £31826 - £35416

**Hours:** 37 hours per week: 08.00 to 4.00pm Monday-Thursday (3:30pm Friday) ~ 30 minutes lunch break per day.

**Weeks:** You would work term time only, plus the 5 inset days and 2 weeks during the school holidays. Any additional days in the holidays worked to meet certain deadline or manage specific projects, you would be remunerated accordingly

**Finance**

* Advise the Headteacher on all financial matters, ensuring the school maintains financial probity at all times, utilizing systems and practices which are compliant with all regulations.
* Work with the Headteacher to set the annual budget, undertake periodic reviews and reforecasting. From gained knowledge prepare forward financial forecasts to advise on possible future financial developments for the school.
* Following discussions relating to the School Improvement Plan, and the longer term aims of the Headteacher, annually develop, review and adapt a three-year budget plan.
* Monitor the outturn of the current budget; working with the Headteacher highlight; make recommendations and then adjust spending as necessary.
* Produce reports and notes for Head & Management Committee, covering and explaining all aspects of the financial management of the school.
* Complete all returns for LA & DfE in accordance with deadlines.
* Authorise payments in accordance with KCC financial procedures and banking protocols. Making BACS payments accordingly.
* Act as the primary contact for all external customers, suppliers and agencies regarding school finance and contracts
* Oversee the set up and use of school bank accounts and corporate cards. Acting as primary contact for these accounts.
* Lead on any external audits e.g. compliance, fraud, corporate card audit, HMRC.
* Prepare Financial Risk Register and Schools Financial Value Standard for governors.

**Payroll**

* Manage the payroll process within the school. To include, but not limited to informing the payroll provider of all starters / leavers / contract changes / extra payments due / sickness , holiday and unpaid absences etc
* Administrating, reconciling and agreeing the monthly payroll, ensuring staff pay and extra payments are made correctly and timely.
* Have a working understanding of tax, pensions, statutory payments (sick pay, maternity pay).
* Administer the process for pay increases. Ensure that performance management outcomes are available to inform staff pay rises. Calculate pay and pro-rata salaries and anniversary date increases . Advise payroll of new salaries / grades/ holiday allowances. Prepare & issue appropriate letters to support staff. Prepare & issue statutory advice to teaching staff. Advise HR provider of new salaries. Update internal school records and MIS with new salaries and contract variations

**HR**

* Undertake and be the go to for all HR advice and guidance, supporting the Headteacher with any HR matters.
* Deal with any HR matters with professionalism, care and understanding, taking advice on matters from HR Connect.
* Prepare authority to recruitment is signed off, contracts and job descriptions prepared as required. Ensuring safer recruitment process , all on boarding processes are effectively managed and probation process completed for new starters
* Managing the resignation process for all staff.
* Ensure payroll and HR are advised to ensure the setup of new starters.
* To complete the Performance Management process for office staff; site manager, data/ IT manger and groundsman.

**Office Operation**

* As and when required to assist with general office duties which may include dealing with parental enquiries, both in person and over the telephone.
* Welcome visitors to the school and play a role in managing school events such as school photographs, event day’s group meetings.

**First Aid**

* You will oversee the availability of first aid resources around the school, completing checks on first aid boxes, defibrillators etc.
* You will order replacement resources as required.
* You will oversee the completion of first aid records, advising and reporting to the required authorities / bodies.
* You will manage the qualification of staff with appropriate first aid training to ensure that the school is always adequately provisioned.
* You will complete a relevant first aid certificate to play a role in the provision of first aid as and when required.

**Support Services**

* Oversee the operation & development of school administration functions – assess routines, look for improvements, suggest systems & changes etc
* Procure, negotiate & administer contracts to support the school e.g. telephone, insurance, printers, IT support. Read other contracts the school is considering & provide advice
* Act as system manager for school information management and finance IT systems.
* Manage the school’s asset register, accounting for and removing items as required.

**Facilities & Premises**

* Working in collaboration with the Site Manager ensure compliance with statutory checks & inspections.
* Ensure the Fire Risk Assessments, is undertaken and recommendations costed and actioned under advice to the Headteacher.
* Ensure that the Site Manager has arranged non-statutory support contracts e.g. PAT, Air conditioning maintenance. Evidencing this by signing off quarterly checks
* Ensure that the required minibus checks are undertaken. Evidence of separate random check made by the School Business Manager. Ensure full compliance of Section 19 permit permission for minibus operation is upheld.
* Liaise with KCC re premises visits & updating their database.
* Liaise with Site Manager regarding any repair & maintenance tasks, decorating etc. |Ensuring that the School looks always clean, tidy, inviting and respectable.

Have regularly department meetings recorded with outcomes and actions, enabling a 3 monthly written summary report to the Management Committee

**Ad-Hoc**

* Advise on the review and development of all school policies relating to your sphere of responsibility, including Finance, Lettings, Charging & Fraud, HR and Health and Safety.
* Annual review & re-writing of School Emergency & Business Continuity Plan
* Write any policies relating to any part of the job role
* Any other duties as directed by the Headteacher in line with grade.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**General Expectations:**

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.