

**JOB DESCRIPTION FOR PERSONNEL AND FINANCE ADMINISTRATOR**

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| **Whinless Down Academy Trust** | **Location: Dover, Kent** |
| **Job title:** Personnel and Finance Administrator  (Primary). | **Salary range:** KR6 |
| **Start Date:** TBC | **Subject Leadership:** Finance, Site and HR |
| **Hours of Work:** 8.30 – 4.30 Mon - Friday. 40 weeks per annum. | |

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| **Job Purpose** |
| * To actively model and promote the values and ethos of the School. * To be responsible for planning in relation to all financial implications, and ensuring that the School uses its resources effectively and efficiently at all times. * To be responsible for personnel management, support estate management, administration aspects of financial management, training and development and all matters within the management of the School which are supportive to, but do not directly involve teaching and learning. * To generate and co-ordinate new income streams which are supportive of the ethos of the school. * To cover other office staff – understand and be able to operate school attendance and other systems in absence. * To manage the collection, recording and banking of school monies in accordance with the finance policy. * To administer personnel records and establish joiners and leavers paperwork appropriately. |

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| **Main duties and responsibilities of Personnel and Finance Administrator** |
| **Finance and Business** - |
| * To work with staff to implement the financial decisions of the Whinless Down Academy Trust. * To assist and work alongside the Academy Business Manager on investment and financial policy, preparing for future projects and for the development of a long term financial strategy for the future development of the school. * To maximise income generation within the ethos of the school * In conjunction with the Whinless Down Academy team, support the creation of the detailed budget for the school. * Monitor and control income and expenditure in relation to the school’s budget at the request of the Whinless Down Academy Trust. * Monitor and control income and expenditure in relation to the school’s CPD budget in conjunction with the Head of School and ABM. * To support the preparation of all financial returns for the EFSA, and Accountants within statutory deadlines. * To give advice to Governors on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal. * To be responsible for the administration of recruitment, induction and training of all staff. * To have a good knowledge of SIMS.net * To ensure expectations of Compliance are met at all times by all staff. |
| **Personnel Management** |
| * To be responsible for general personnel matters in consultation with the ABM e.g. ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence and undertake return to work interviews with support staff. * To meet with ABM on a regular basis and formally six times a year to review individual staff attendance. * To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential. * To provide support for site staff, including direct guidance where expectations are not being met. * To ensure all safeguarding procedures are in place and adhered to generally, particularly in relation to the Single Central Record, GDPR and recruitment. * To ensure all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken * To ensure the workforce census is completed |
| **Premises** |
| * To work with the Premises staff to implement the premises and site decisions of the Whinless Down Academy Trust and Head of School. * To share responsibility with the ABM for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. * To work with the ABM to ensure all contracts are maintained to the highest quality and provide the school with value for money. * To maximise the use of the accommodation both by school and outside agencies in order to generate income. * To raise awareness of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors, ensuring these are rapidly resolved. * To manage the letting of the school premises to outside organisations and have relevant policies and paperwork in place. * To support the ABM in preparation of disaster recovery plan and be aware of its place within the management procedures of the school. * To advise the ABM of any premise changes. * To assist the ABM in the management of the catering contracts, cleaning contracts, leasing arrangements, and Asset Register. |
| **Whole School Administration** |
| * To provide for the preparation and production of all school records and publications. * To be responsible and accountable for key objectives in the one-year School Development Plan and the three-year Strategic Improvement Plan. * To interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate any appropriate action necessary. |
| **Staff Responsibility** |
| * To support staff with Finance, Premises, Administration and Reception. |
| **General** |
| * To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher. * To maintain personal appraisal portfolio to demonstrate impact on the school. |

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.

Staff signature ………………………………… Date

Executive Headteachers signature ……………………… Review date