



Grange Park School  
Borough Green Road  
Wrotham  
Kent  
TN15 7RD



## JOB DESCRIPTION

Job Title: **FINANCE / EXAMS OFFICER**

Hours: 37 hours per week, 40 weeks per year (term-time + 5 INSETS days + 5 Exam/Admin days). Details of working week to be agreed with the Headteacher

Pay Scale: Grade Kent Scheme 6 – Pro-Rota Salary £18,160 - £19,822 (FTE £20,585 - £22,469 pa)

Location: Grange Park School, Borough Green Road, Wrotham, Kent, TN15 7RD and/or Grange Park @ Stansted, Malthouse Road, Stansted, Sevenoaks, Kent, TN15 7PH

Reports to: The School Business Manager and Deputy Headteacher in the first instance and then the Headteacher, who has overall responsibility for the school.

### Responsibilities and Duties:

Forecast and monitor expenditure of school budget against specific headings in accordance with KCC Financial Regulations and Education requirements and provide information to the Headteacher, Business Manager and Governors as required.

To manage and administer all examination/test entries in collaboration with member of staff responsible for the curriculum and examinations.

### General duties and responsibilities for all school staff:

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.

### Finance Officer Duties and responsibilities:

1. Assist the Business Manager / Headteacher in the preparation of the annual budget planning process and cash flow forecasts and prepare monthly reports to the Governing Body on expenditure, commitments and alerting them to any projected overspend or cash flow problems to ensure spending is within agreed limits.

2. Implements spending decisions made by the Governing Body to ensure procedures are followed and the process runs smoothly.
3. Oversee the school FMS6 system to include monitoring petty cash, raising invoices, processing payments, maintaining records of expenditure on SIMS and reconciling these against bank statements to identify any anomalies and rectify these.
4. Arrange agreed payments, evaluate, audit and monitor expenditure complying with LA guidelines to ensure best value for money.
5. Monitors individual budget categories to ensure that individual budget holders remain within their allocated boundaries.
6. The postholder liaises with budget holders on the ordering of supplies.
7. Monitor Pupil Premium spending, advising the Headteacher / SLT on the availability of funding according to eligibility criteria, to ensure that this Government funding is maximised.
8. Provide guidance to other School administrative staff on preparing orders for goods and services to ensure they comply with KCC Financial Regulations.
9. Provide monthly reports to Area Finance to enable VAT to be reclaimed and complete and submit forms recommending virements to the Formula Budget as discussed and agreed with the Business Manager / Headteacher to ensure adequate funding is available under each budget heading.
10. Maintain the Schools register of assets by including all new purchases of equipment etc., that are valued at £100 or over, for insurance purposes and to comply with Internal Audit requirements
11. Manages the Voluntary Fund in accordance with KCC Regulations.

**Exams Officer Duties and responsibilities:**

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.

**Key duties and responsibilities:**

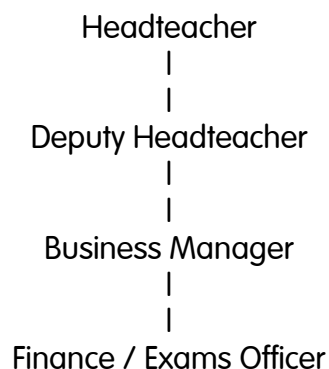
1. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
2. Liaise with staff/Heads of Department re pupil examination entries.
3. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
4. Complete examination entries and securely store and send completed examination papers to external examination boards.

5. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
6. Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them.
7. Manage arrangements for internal examinations.
8. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
9. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere.
10. Provide data and analysis on examination entries and results.
11. This role is key to ensuring that all examinations internal, and more importantly, external, are carried out correctly and that all paperwork relating to them is properly dealt with. Statistics relating to examination results impact on the success of the school and the post holder has a key role in ensuring that these are accurate and up to date.

**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.

**ORGANISATION**



Agreed By:		Date:	
Job Holder			
Approved By:		Date:	
Line Manager			

## Person Specification – Finance / Exams Officer

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.

	<u>Essential</u>	<u>Desirable</u>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Proven administration experience.</li> <li>• At least two years' experience in working in a financial capacity and have an understanding of book-keeping.</li> <li>• Applicants must possess a good level of numeracy and literacy, have a good general standard of education and be able to demonstrate sound numeracy and IT skills</li> <li>• Professionally discrete and able to respect the confidentiality on particular issues.</li> <li>• The ability to work well in a team and independently</li> <li>• Excellent communication skills</li> <li>• Flexibility and adaptability</li> <li>• ICT skills, including use of internet, emails and Microsoft word.</li> <li>• Be able to anticipate and solve problems and identify opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS.net and FMS6</li> <li>• Previous experience of working in a school environment</li> <li>• Experience of using complex database and data inputting</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE's in Maths and English essential.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Demonstrate a basic understanding of the work of a school.</li> <li>• Knowledge of a range of computer applications – including work Word / Excel / PowerPoint / Outlook.</li> <li>• Demonstrate an understanding of confidentiality and child protection issues in a school setting.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to provide a high level of customer service.</li> <li>• Ability to deal calmly, tactfully and effectively a range of people.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to convey information clearly and accurately orally and in writing to a range of people.</li> <li>• Ability to take personal responsibility for organising day to day workload.</li> <li>• Ability to establish relationships with internal and external stakeholders.</li> <li>• A positive attitude with energy and commitment.</li> <li>• Desire to further develop the school's ethos.</li> <li>• Ability to form and maintain appropriate professional relationships and boundaries with children and young people.</li> <li>• Ability to work effectively as a member of a team and display excellent interpersonal skills.</li> <li>• Able to use own initiative to solve problems and respond proactively to unexpected situations.</li> <li>• First class communication skills on all levels.</li> <li>• Highly organised, motivated and enthusiastic.</li> <li>• High professional and personal standards</li> <li>• A commitment to working to strict deadlines</li> <li>• Willingness to play a part in the wider life of the school</li> <li>• Confidence, liveliness, tenacity, flexibility, adaptability and resilience.</li> </ul>	
<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Must satisfy relevant employment checks</li> <li>• Car owner and driver (could be working on either school site).</li> </ul>	
<b>Requirements from confidential references</b>	<p>Written reference(s) only</p> <ul style="list-style-type: none"> <li>• Confirmation of professional and personal knowledge, skills and abilities.</li> <li>• Positive recommendation from current employer.</li> <li>• Good health and attendance record.</li> </ul>	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.