

DOVER GRAMMAR SCHOOL FOR BOYS

Support Staff Job Description

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Specific Duties

Post	Finance & Personnel Manager KR9 (FTE £30,034 - £34,180)
Contract Type	Fixed term, 37 hrs per week, 42 weeks per year
Core Purpose	To manage the school's finance & personnel systems to ensure the efficient and effective use of the school's budget.
Line Management	Headteacher

Key Responsibilities and Duties

- Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries, fixed asset and hospitality registers).
- Oversee, develop and implement personnel procedures and oversee all personnel activity within the school (e.g. SIMS, staff absence management, New starter paperwork, contracts and payroll).
- Oversee Cover within the school.
- Work with the Head teacher to prepare the annual budgets and undertake financial planning.
- Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team.
- Manage the financial management system.
- Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making.
- Produce & present detailed, accurate budget reports for the Governing body and attend specific GB meetings.
- Responsible for producing annual and statutory returns.
- Manage procurement within the school, including contract management and compliance to contractual conditions.
- Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends.
- Manage funding/grant submissions.
- Manage stocks of supplies and consumables.
- Deal with VAT returns and liabilities.
- Maximise funding for the school through identifying & managing income streams (e.g. Extended Services partnerships, external lettings etc).
- Liaise closely with the Headteacher, Governing Body and any external agencies or companies with regard to financial management of potential future re-development of the site.
- Line manages the finance team.

Additional Duties

- To show a record of excellent attendance and punctuality.
- To address the appraisal targets set by the Line Manager.
- To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage students to follow this example.
- To adhere to the School's policies.
- To attend CPD sessions as agreed with your Line Manager.
- To undertake any other additional duties as directed by the Headteacher in relation to your job role.

Liaising With:	Headteacher, Senior Leadership group, Subject Leaders and relevant teaching and support staff, parents and outside agencies as required.
Disclosure Level:	Enhanced