



ST STEPHEN'S INFANT SCHOOL

"Together we shine"

Job Description



Job Title: School Finance and Office Manager
Directorate: Education
Grade: Kent Range 8
Responsible to: Headteacher

Purpose of the Job:

To manage the administrative and finance function within St Stephen's Infant School.

Key duties and responsibilities:

1. Plan, develop, organise and monitor support systems, and procedures
2. Provide support, advice and guidance on administrative issues to senior staff, governing body and others
3. Liaise with other staff, pupils, parents/carers and external agencies
4. Develop and maintain recording and information systems, including personnel staff: e.g. staff data collection process.
5. Undertake analysis and interpretation of data, and produce detailed reports and complex information
6. Operates bespoke school information management systems
7. Responsible for completion and submission of forms, returns etc., including those to outside agencies
8. Produce, and respond to, correspondence
9. Support with business and financial management of school resources: monitor school budgets, allocate work to administration staff, monitor service contracts, school licences and insurance
10. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include finance, HR and facilities management.
11. Contribute to the development of training programmes/learning opportunities and mentoring for support staff
12. Contribute to the development of policies for school support function
13. Management of facilities, including premises, lettings and liaising with external contractors
14. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school
15. Line manage administrative and other support staff, including site team and apprentice.



ST STEPHEN'S INFANT SCHOOL



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16. Manage / supervise and assist in the recruitment of administrative staff
17. Contribute to marketing and promotion of the school
18. Coordinate, purchase, repair and maintenance of furniture and fittings.

Individuals in this role may also undertake some or all of the following:

1. Prepare and submit bids for funding from outside agencies under the direction of the Head teacher
2. Assist the Headteacher, Senior Leadership Team and Governing Body with income generation activities and in promoting and marketing the school
3. Manage the procurement process, including securing appropriate service contracts, licences and insurance

Person Specification:

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) or having or willing to work towards the Certificate of School Business Management (CSBM).
EXPERIENCE	<ul style="list-style-type: none">• Experience of working for to senior school staff / Head teacher• Experience of drafting reports and correspondence• Experience of supervising staff• Significant experience in administrative roles• Finance experience
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Report-writing skills and ability to draft correspondence• Supervisory skills• Ability to undertake training and recruitment• Excellent interpersonal and organisational skills when dealing with all levels of staff



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	<ul style="list-style-type: none">• Computer literacy – ability to produce a range of documents and reports, including non-standard reports, using Windows package, Excel spreadsheet and database functions• Ability to undertake research and analyse data• Diary and time management skills• Ability to organise own workload and that of others to achieve a range of deadlines• Ability to balance constantly changing priorities• Ability to work within a climate of change• Ability to take a proactive approach• Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements• Ability to investigate complex queries and anomalies when required• Ability to take accurate notes and minutes of meetings• Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned• Co-ordination skills when arranging meetings and appointments and arranging client care arrangements when required• Ability to oversee the administration of financial systems• Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none">• 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