

Job Description

Department	Various	Division	Various
Designation of Post	Level 4 Administration and Finance (Business Support)	Grade	Band D
Responsible to	Business Manager		
Immediate Subordinates			

Job Purpose

To manage the administrative functions within a school. To support the Business manager in managing the school's finance systems.

Key Tasks

1. Plan, develop, organise and monitor support systems, and procedures
2. Contribute to the development of administration policies
3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others
4. Liaise with staff, pupils, parents/carers and external agencies
5. Develop and maintain recording and information systems.
6. Undertake analysis and interpretation of data, and produce detailed reports and complex information
7. Operates bespoke school information management systems
8. Responsible for completion and submission of forms, returns etc., including those to outside agencies
9. Produce and respond to correspondence
10. Support the Headteacher with administrative work/minute taking.
11. Manage stocks of supplies and consumables within the school (e.g. requisitions and orders)
12. 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)
13. Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team
14. Responsible for producing annual and statutory returns
15. Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends
16. Undertake complex administration procedures.
17. Maintain the school website- uploading key documents, calendar dates and information for parents/carers.
18. Complete and submit complex forms and returns including those for the DfE and LA.
19. Liaise with payroll provider, providing relevant information.
20. Undertake research and obtain information to inform decisions.
21. Assist with procurement, sponsorship and bidding matters.
22. Manage the administration of the management information systems.
23. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
24. Be aware of and support equal opportunities for all.
25. To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
26. Participate in training and other learning activities and performance development as required.
27. Recognise own strengths and areas of expertise and use these to advise and support others.

28. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service

Date