

Name:

Date of Issue: 01 April 2020 (following staffing restructure)

Starting point: Dependent on current role and point

Job Purpose

The provision of a comprehensive range of clerical, administrative and financial support to the school.

The key areas of this role are:

- The management and monitoring of the school budget
- Managing invoices and purchasing
- Payroll including staffing changes
- Management of BMS
- Financial reporting to SLT and governors

Key Responsibilities

1. To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as required
2. To supervise administrative support colleagues including coordination of activity and monitoring outputs
3. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports
4. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash
5. To develop systems and processes to meet operational needs and to ensure the high quality of information held
6. Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters
7. To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making
8. To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries
9. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

10. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
11. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

General Responsibilities

1. Work within the framework of the school's agreed policies and procedures
2. Participate in training and courses
3. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
4. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
5. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
6. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

Signed..... Donna Chambers (interim Executive Head Teacher)

Signed..... Xxxxx