

**Role Profile: Senior Administrative and Finance Officer**

To promote the delivery of efficient and effective administrative systems and procedures, providing and deploying resources to meet school requirements. To provide financial planning, systems, monitoring and control and administrative support to meet the needs of the school.

Lymington CE Infant School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The Senior Administrative and Finance Officer is responsible for managing the administrative and financial functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently and allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

* Under the direction of the headteacher, lead on all financial matters in school to ensure the school’s successful financial performance and to ensure financial decisions are clearly linked to the school’s strategic goals.
* Allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
* Take all decisions in line with the vision and values of the school and encourage others to do the same.
* Attend leadership team meetings and report to governors where appropriate.

Financial management

* In partnership with the headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds.
* Monitor the budget all year round, advising the headteacher where revisions or changes are needed.
* Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions.
* Comply with financial reporting requirements and submit statutory returns.
* Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected and clear records are kept.
* Find and apply for grants.
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, ordering supplies and ensuring value for money.

Health and safety

* Supervise the maintenance of the school site.
* Manage the school’s compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.
* Organise health and safety training for staff.

Human resources

* Manage the school’s payroll provision with the payroll provider.
* Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
* Advise on HR issues within school and liaise with the external HR provider.

Compliance

* Manage the school’s compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements.
* Monitor and update the risk register.

Administration

* Manage the delivery of office systems, processes and procedures.
* Provide administrative support for the headteacher and governing body.
* Record all staff absences and ensure claims for reimbursement are completed promptly.
* Process appropriate HR forms to generate staff pay and changes to terms and conditions.
* Be the school’s data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.
* Hold overall responsibility of financial systems and databases, inputting and extracting data and producing statistical returns (census, admissions) as required by HCC, School, Governors and the DfE.

**Customer Service**

* Provide hospitality as and when required.
* Answer the telephone and receive visitors to the school and answer enquiries where required.

The Senior Administrative and Finance Officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

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| criteria | qualities |
| **Qualifications  and training** | * Relevant experience or qualifications - ideally in accountancy, business management or a related discipline. * A degree or diploma in school business management would be desirable, but not essential. |
| **Experience** | * Successful management experience in a school or in a relevant field outside education. * Involvement in school self-evaluation and improvement planning. * Contributing to staff development. * Working with children or young people. |
| **Skills and knowledge** | * Expert knowledge of financial management. * A good knowledge of personnel/HR procedures * Excellent attention to detail. * Previous use of Arbor, SCOPAY or IBC. * Effective communication and interpersonal skills. * Ability to build effective working relationships with staff and other stakeholders. * Understanding of data protection and confidentiality. |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils. * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. * Ability to work under pressure and prioritise effectively. * Commitment to maintaining confidentiality at all times. * Commitment to safeguarding and equality. * Embraces change well and is flexible and adaptable. * Deals with difficult situations calmly, positively and professionally. |