

Nursted Community Primary School
Finance and Admin Officer Job Description
Based on SCH005

Name: _____ Date Appointed:

Grade: G12

Hours per week: 35 hours for 40 weeks per year

Main Purpose

To manage the school office to ensure efficient administrative support is provided to Head Teacher, other school staff, parents and pupils. To support the Head Teacher and Governors in maintaining financial control. To line manage up to five members of staff.

Main Duties

1. General Administration

- Maintain school calendar. Book transport, training courses, supply teachers, photographer, arrange venues, organise extracurricular activities etc. Organise "Contacts" lists for severe weather procedures and fire drills.
- Other various duties to ensure the smooth running of the school e.g. manage Parentmail users, events and payments; deal with phone calls and parents/deliveries; give medicine to children; show parents and interviewees around school when needed; assist with the organisation of school trips.
- With the headteacher, write and distribute the school newsletter and other communication, ensuring that it is saved on the website appropriately.

2. Accounting and Budget

- With the headteacher prepare the draft budget, present to the full Governing Body for approval and send to LA.
- Monitor expenditure, report progress (quarterly income and expenditure, trial balance and CFR) and make adjustments.
- Send reports to Governors Resources Committee, Full Governing Body and LA. Draw up end of year reports and establish Accruals and Rollover.
- Manage the main school account; enter and check income from DfES, LA, Standard Fund, other grants and donations. Carry out bank reconciliation. Prepare and submit VAT return. Input VAT refund. Create and action journals for Direct Debits e.g. rates, and "Right Choice" services purchased from the LEA. Maintain bank mandates and BACs etc.
- Account for cash received for trips, events, donations etc. Count, record and bank this cash. Submit invoices as needed.
- Prepare invoices and match against orders/delivery notes, obtain authorisation, obtain signatures and manage the online banking.
- Record all income and input into the correct ledger codes. Send out any invoices for income, especially supply income.
- Organise lettings of premises. Obtain necessary licences.

3. Staffing and Personnel

- Maintain all staff and volunteer records and ensure the Single Central Record is up to date at all times and compliant with legal requirements and best practice as set out by the Local Authority and KCSiE.
- Interface with schools HR and payroll, submit claims (supply teachers, support staff overtime, expenses) Check pay and undertake payroll reconciliation. Ensure requests for staff contracts are correct and relayed to LA.
- Input all courses attended by staff on personnel records. Request updated personnel contracts from Human Resources as necessary. Provide all costings for potential and actual staff recruitment or possible change of existing contracts for Head Teacher and Governors.
- Administer teaching and non-teaching salaries. Check that the overtime paid matches the overtime forms filled out by staff. Check that the supply salaries reflect the timesheets. Sort out any queries

relating to salaries through liaison with Human Resources/Payroll.

4. Maintain Records

- Maintain staff and pupil records, including Attendance and KSI, KS2 Assessments and Foundation Stage Profiles. Make staff and pupil returns as required, including, PLASC, Job Vacancies, Pupil Tracking, Early Years, Class Size, Attendance, Racial Incidents, KSI and KS2 SATs results, Foundation Stage Profiles. Send reports securely as required.

5. Premises, Property and Health and Safety

- Carry out the role of Education Visits Coordinator and assist staff in drawing up Risk Assessments on Evolve.
- Ensure all insurance documentation is up to date and make claims when necessary. Ensure value for money on insurance premiums by checking quotes each year are competitive, including Buildings, Contents, Supply, Public Liability
- Administer school property, oversee the servicing, maintenance and repair of buildings, plant, equipment and fixtures and fittings. Control and re-order stock (stationery and educational consumables) taking account of "value for money". Research the best "value for money" and order equipment as requested or authorised by the head teacher.
- Catering and Cleaning - monitor the quality, order and make payments for equipment and supplies with "value for money" in view.
- Maintain all contracts for repairs and maintenance supplies. Obtain three quotes when expenditure is £1,000+. Prepare tender documents for expenditure £5,000+. Manage any maintenance work undertaken on the school premises, liaising with the caretaker as appropriate.
- Oversee the school's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.

Other

- Maintain the website and ensure it is up to date and compliant with legal requirements and best practice, as set out by the Local Authority.
- If required, lead, manage and develop the school's extended service provision.
- Carry out all duties and give the Headteacher and Governors the necessary information to ensure the smooth management of the school.

This job description has been agreed by:

Headteacher's Signature _____ Date: _____

Employee's Signature: _____ Date: _____

This job description will be reviewed annually as part of the appraisal process.