



JOB DESCRIPTION

Job Title	Finance & Operations	Hours of Work	37.5 hours TBC but preferred pattern: Monday 9-17 (7.5) Tuesday 9-17 (7.5) Wednesday 10-18 (7.5) Thursday 9-17 (7.5) Friday 10-18 (7.5)
		Holidays	40 days per year including Bank Holidays
Reporting to	Headmaster	Salary	£34,000 - £37,000 depending on experience

Responsibilities:	<ul style="list-style-type: none"> • Line Manager to Admin staff, Maintenance and Janitor • Financial Book Keeping and Management • Facilities Management • Health & Safety • Human Resources • SCR • IT
Safeguarding:	
<p>The posts holder is responsible for promoting and safeguarding the welfare of children and to adhere to and ensure compliance with the school's Safeguarding Policy at all times. Pre-employment checks will be undertaken before any employment is confirmed. The post is subject to an enhanced DBS disclosure with checks.</p>	

Key Duties and Responsibilities:
<p>Leadership & Strategy</p> <ul style="list-style-type: none"> • Member of the Senior Leadership Team (SLT) • Attend & lead appropriate meetings (SLT, H&S) • Involvement in strategic decision making <p>Financial Resource Management</p> <ol style="list-style-type: none"> 1. Carry out all bookkeeping data entry tasks 2. Preparation and invoicing of school fees 3. Create detailed budgets for coming years and then actively monitor it 4. Identify and inform the Headmaster and Governors of any significant variance in budgets, revisions and take prompt corrective action 5. Provide ongoing budgetary information to relevant people 6. Advise the Headmaster and Governors if fraudulent activities are suspected or uncovered



7. Monitor cash flow, credit card usage, usage of purchase orders & reconcile payments
8. Review and renegotiate contracts
9. Review and monitor the school's insurance (pupils, premises, staff)
10. Communicate with parents regarding fees, grants, payment plans, vouchers
11. Update pupils and grant hours on Surrey County Council's Portal
12. Manage the payroll services for all school staff including the management of pension schemes and associated services.

General Management, Organisation and Administration

1. Be responsible for the planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
2. Manage operational elements and day to day issues as they arise
3. Provide organisational and advisory support to SLT and Governors, attending and leading meetings as appropriate and to minute meetings as required
4. Consistently demonstrate high expectations of self, others and children
5. Take on additional responsibilities and leadership tasks as necessary
6. To be responsible for the provision of specialist advice and guidance to the leadership team and Governing Body on national guidelines/policy/statue, ensuring compliance and initiating any appropriate action necessary.
7. Use Office 365, shared drives and folders
8. Make sure all policies related to H&S, HR, Premises, IT and Finance are up to date and revised regularly
9. Support with pupil afterschool care duties and locking up of the site 1-2 days a week during term time.

Human Resource Management & SCR

1. Manage recruitment, performance management, appraisal and development for all support staff.
2. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
3. Monitor & ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
4. Seek and make use of specialist expertise in relation to HR issues
5. In charge of training needs of all staff and keeping records up to date
6. Pre-employment checks for all staff & updating the Single Central Record
7. Issue annual update letter to staff contracts
8. Staff absence recording and monitoring, checking & updating the sign in sheet

Facility & Property Management

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided



6. Ensure the outsourced catering are managed effectively.
7. Flat letting and communication with agencies and tenants

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer
2. Plan, instigate and maintain records of fire practices and alarm tests
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
10. Make sure there is a monthly H&S walk, termly H&S committee meeting and the staff is checking their classrooms twice a year.

IT

1. Monitor the ICT needs of the whole school, review current equipment, and get quotation for new one
2. Help staff with IT related Issues (printers, computers, monitors, speakers)
3. Main point of contact for our two IT support companies
4. Make sure new staff has emails address, log in details & printer set up
5. Monitor the phone usage, log & resolve issues

Mandatory Training	All H&S training on Handsam Safeguarding & KCSIE Safer Recruitment First Aid Prevent Fire Extinguisher/Marshal H&S Level 3 Online safety Any other relevant training
---------------------------	--