

## Job Profile

Windsor Park Middle School				
Job Number	Post Title	Grade	Points	Date
AA7117	Finance and Support Officer	Grade 6	449 NJC	April 2013

### Reporting Relationships

**Responsible to:** Headteacher and CFO

**Responsible for:** Supporting the financial administration, budgeting, and administrative support to ensure the smooth running of school operations

### Statement of Purpose

To organise and deliver effective financial accounting and HR systems within the school.

### Support to Pupils, Parents and the Community

To deal with queries of a financial, administrative or clerical nature. To ensure the smooth running of systems in school that will support the development of a positive learning environment.

### Support to Other Staff

Advising staff of best value suppliers when ordering equipment.

Processing claims from staff in relation to goods ordered in accordance with the school's accounting procedures.

Support to the Admin Team.

Liaise with Catering and Cleaning staff for all related issues.

Liaise between managers/ teaching staff and support staff.

Hold regular team meetings with Admin staff.

Support with recruitment/induction/appraisal/training/mentoring of Admin staff.

### Support Organisational Management

#### Support Financial Management/Administration

Sole responsibility for the operation of the school's accounting function according to agreed procedures including:

- the resolving of any problems, including the ordering, processing and payment for all goods and services provided to the school; preparation of invoices, collection of fees and other dues, recovery of bad debts.
- Be a point of contact regard to gifts and other donations.
- Monitor closely all financial records.
- Liaise with the CFO and Central Finance Team and outside agencies. Monitor and record all monies for parent pay, school trips and ensure accounts balance.
- Purchase, arrange for repair and maintenance of furniture and fittings.
- Purchase, procure appropriate supplies re Catering, Cleaning and Premises.
- Ensure all compliance SLA are in place and meet standards for Environmental Health
- Help manage the school lettings arrangements

### Human Resources Administration

- Maintain/update School's Organisation and Structure, including submitting liaison with the school's payroll service.
- Monitor and check travel claims.
- Liaise with HR service on specific HR issues e.g. contract, absence issues
- Liaise with Payroll administration as appropriate
- Maintain confidential staffing records including the SCR.
- Manage and check the safe recruitment process including undertaking relevant checks, e.g. PEAQ, DBS,
- Completion of appropriate forms (Appointment, Variation, Termination, Employee Personal Data Changes) to ensure contractual and payroll information is produced and accurately maintained.
- Monitor and check claims for employment e.g. additional hours, casual/supply claims.
- Report absences to payroll, claim insurance where appropriate and maintain absence records
- Ensure Staff complete Self Certification and provide Medical notes
- Oversee Arbor and ensure manual staff records are maintained.

### Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

#### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

#### **Financial Management /administration**

- Personally accountable for delivering services efficiently within budget and to implement any approved savings allocated to the service area.

#### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

#### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Climate Change**

- Delivering energy conservation practices in line with the Trust's corporate climate change strategy.

#### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification  
Finance and Support Officer  
Level 3**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Several years experience working in an office environment in a similar post.</li> </ul>	AF/I
	<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AAT intermediate, NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline.</li> </ul>	I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Effective use of ICT and other specialist equipment.</li> <li><input type="checkbox"/> Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li><input type="checkbox"/> Very good ICT skills.</li> <li><input type="checkbox"/> Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li><input type="checkbox"/> Ability to organise, lead and motivate other staff.</li> <li><input type="checkbox"/> Ability to plan and develop systems.</li> <li><input type="checkbox"/> Ability to relate well to children and to adults.</li> <li><input type="checkbox"/> Methodical with good attention to detail.</li> <li><input type="checkbox"/> Excellent communication skills.</li> <li><input type="checkbox"/> Good organisation skills.</li> <li><input type="checkbox"/> Ability to prioritise effectively.</li> </ul>	AF/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Customer focused</li> <li><input type="checkbox"/> Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li><input type="checkbox"/> Open, honest and an active listener</li> <li><input type="checkbox"/> Takes responsibility and accountability</li> <li><input type="checkbox"/> Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li><input type="checkbox"/> Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li><input type="checkbox"/> Is committed to the provision and improvement of quality service provision</li> <li><input type="checkbox"/> Is adaptable to change/embraces and welcomes change.</li> <li><input type="checkbox"/> Acts with pace and urgency being energetic, enthusiastic and decisive</li> </ul>	AF/I

	<input type="checkbox"/> Communicates effectively <input type="checkbox"/> Has the ability to learn from experiences and challenges <input type="checkbox"/> Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
--	---	--

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***