

JOB DESCRIPTION



POST TITLE: School Finance & Governance Manager

NAME OF SCHOOL: Halley Primary School

HOURS: 17.5

SALARY SCALE POINT: PO3

CONTRACT TYPE: Part-time/Permanent Post

RESPONSIBLE TO: Headteacher, members of the senior leadership team (SLT) and the governing body

JOB PURPOSE

- To be responsible for the strategic and operational management of the School, including financial management and compliance, ensuring the legal and safety requirement with regard to people and property and function of the School is maintained.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and take responsibility for promoting and safeguarding the welfare of children and people within the school.

MAIN EXPECTATIONS OF THE ROLE

LEADERSHIP AND MANAGEMENT

- 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.
- Implement school-wide changes and 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 ensuring that children and the wider community remain at the centre of all outcomes/decisions.
- Keep up to date with changes in legislation and guidance, and communicate relevant information to colleagues and the governing body.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.

FINANCIAL MANAGEMENT

- In consultation with the with the Headteacher and School's financial consultant manage the school's budget and ensure it is balanced, realistic and represents an effective use of public funds.
- Provide detailed management accounts for the Headteacher and Governors according to an agreed schedule, reporting any exceptional items.

- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed.
- Forecast future years' budget, 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 and deadlines.
- Oversee School bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, in line with the school improvement plan.
- In consultation with Headteacher ensure the preparation of all the necessary data for pay and the Teachers' and Local Government Pension Schemes where appropriate.
- Pursue and maximise income generation opportunities, co-ordinate the preparation and submission of bids and funding.
- Develop, lead and support the School's fundraising and income generation strategy and support with the applying for grants.
- Lead on procurement processes and managing tenders where appropriate and conducting due diligence.
- Work in partnership with the wider financial team on procurement: benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Provide detailed management accounts for the Headteacher and Governors according to an agreed schedule, reporting any exceptional items.

HUMAN RESOURCES

- Manage the School's payroll provision with the School's payroll provider.
- Conduct reviews of the School staffing structure to ensure effective deployment of staff and financial efficiency.

GOVERNANCE & COMPLIANCE

- To support the Headteacher with the Clerk to the Governors to prepare documentation for the governors and external organisation.
- To report and update all governors on required policy implementation, development and agreement.
- To manage the School's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- To lead and manage policy development with the Headteacher to ensure statutory compliance and best practice is adhered to.
- To maintain the School's policy planner.
- To monitor and update the risk register.
- To take responsibility for monitoring data protection compliance and advising the School community on data protection issues.

ESTATE MANAGEMENT

- To implement risk management and loss prevention strategies across the School to reduce insurance costs.
- Develop work specifications and manage service contracts.
- Top provide clear information, advice and recommendations to the Headteacher and Governors regarding strategic development of service support, the utilisation of School assets and the development of the School's business activity, to ensure the best possible learning environment for pupils.
- To work alongside the School's Premises Manager and IT Manager to maintain the School's assets register and inventory.
- Arrange lettings, when applicable.

ADMINISTRATIVE DUTIES

- To keep records in accordance with the School's record and retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To provide administrative support for the Headteacher and Governing Body.
- To maintain the School's corporate image by ensuring consistency, uniformity and high standards are achieved in all published documents, the School website and School branding.

HEALTH & SAFETY

- To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

OTHER DUTIES AND RESPONSIBILITIES

- To ensure all duties and responsibilities are discharged in accordance with the School's health and safety at work policy.
- To undertake other reasonable duties commensurate with the grade of the post.
- To undertake training as required for the role.

PERFORMANCE MANAGEMENT

- Performance management assessment will be based on the responsibilities listed above and judgement will be made against these within the agreed time scale, as part of the School's performance management cycle.

PROFESSIONAL CHARACTERISTICS

- Demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:
 - inspiring trust and confidence,
 - building team commitment,
 - engaging and motivating pupils,
 - analytical thinking,
 - taking positive action to improve the quality of pupils' learning.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by Governors.

EQUALITY OF OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the School's and council's equal opportunities policies.

ORGANISATIONAL DETAILS

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

Signed by (Post holder)

Signed by (Headteacher)



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PERSON SPECIFICATION *cont.*

We are seeking a person who communicates enthusiasm, drive and determination.

Please construct your personal statement to show evidence of:

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">GCSE English and Math A to C or equivalent.	<ul style="list-style-type: none">A degree – ideally in accountancy, business management or a related discipline.AAT or other accountancy qualification.
Experience	<ul style="list-style-type: none">Successful strategic financial management experience in a school, or in a relevant field outside education.Experience in the preparation, management and monitoring of budgetary systems.Extensive experience of working with Microsoft Office (Excel, Word, Publisher).	<ul style="list-style-type: none">Experience of business management.Experience of managing contracts and Service Level Agreements.Experience of completing LA annual returns.Experience of GCPR and data protection.
Professional knowledge, & Understanding	<ul style="list-style-type: none">Expert knowledge of financial management.Understanding of and committed to equal opportunity issues within the workplace.Understanding and knowledge of IT administration systems such as RM Finance, SAGE Accounting etc.	<ul style="list-style-type: none">Knowledge and understanding of Schools' Financial Value Standard.
Skills & Abilities	<ul style="list-style-type: none">Be self-motivated, flexible and well organised to manage a varied workload.Able to meet targets and deadlines in a pressurised environment.Excellent attention to detail.Ability to use the School's MIS system/finance system to extract relevant information.Effective communication and interpersonal skills.Ability to build effective working relationships with staff and other stakeholders.	
Personal qualities	<ul style="list-style-type: none">Commitment to maintaining confidentiality at all times.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.Commitment to safeguarding and equality.	<ul style="list-style-type: none">Ability to understand issues affecting pupils and families in an area of high deprivation.

Additional

- To work on parent's evenings and Governors meetings with additional pay or time off in lieu as agreed with HR & Finance Officer.
- A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.
- A willingness to undertake training as necessary.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School and local authority.