



# Colnbrook C. of E. Primary School

## Job Description

### Finance and Operations Officer

**Grade: Level 5 or 6, SCP 14-28 (dependent on experience)**

**Main purpose of the post:**

The Finance and Operations Officer is responsible for managing the day-to-day operation of the site and finance functions of our school, including financial management, health and safety and payroll. They will play a key role in the general administration function of the school, ensuring the school operates smoothly and remains fully compliant.

Key Accountabilities

**A. Administrative**

- Receive and appropriately deal with incoming electronic communications to the main school inbox.
- Provide general school administration support, including liaising with parents, answering telephone calls and greeting visitors.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Ensure the school website is kept up-to-date and maintained in line with current statutory requirements.
- Liaise and co-ordinate with school staff and Trust staff when required.
- Provide administration support to class teachers as required, for example in the administration of finances relating to school trips, school events, collection of information and parents' evenings.
- Circulate information as required, drafting responses and prompting action as required. Keep the Headteacher up to date as appropriate.
- Produce financial reports when required for Headteacher or MAT.
- Ensure the school complies with UK GDPR regulations and act as a point of contact for the DPO, if required.
- Any miscellaneous clerical tasks or duties.
- Manage user access to the suite of systems used by the school.
- Maintain and update appropriate IT related records including licences, asset register etc.
- Support senior leaders in the input of assessment data on to agreed templates.
- Complete assessment returns to the DfE, Local Authority or SEBMAT, as required.

**B. Finance**

- Under the direction of the headteacher and SEBMAT Finance Director, manage all local financial matters in school.
- Work in collaboration with SEBMAT central finance team and follow financial procedures.
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed.
- Comply with financial reporting requirements and submit statutory returns, for example VAT.
- Oversee school bank accounts, ensuring money is banked, invoices are paid promptly, money owed is collected and clear records are kept.
- Work collaboratively with SEBMAT payroll, ensuring accurate information is communicated including new starters, sickness absence, contract variations and leavers.
- Use HR systems and databases to collect and record accurate HR information about employees.
- Act as the first point of contact for payroll queries and liaise with SEBMAT when appropriate.
- Seek and manage quotes for building work, ensuring good value for money.
- Manage resources in school, including the asset register, sourcing new equipment where necessary

### **C. Site, Health and Safety**

- Under the direction of the headteacher and SEBMAT Business Manager, monitor the school's compliance with statutory obligations in relation to health and safety.
- Monitor improvement works required to the school site, liaising with contractors as required, and co-ordinate maintenance and improvement works to the school site.
- Ensure clear records relating to health and safety are kept, including fire evacuation logs, asbestos and legionella registers, accident logs and health and safety audits and actions.
- Act as the point of contact for external contractors, communicating regularly to ensure any issues are resolved promptly.
- Be a key holder for the school and respond to security alarm activation, where appropriate

### **D. General**

- Maintain confidentiality in and outside the workplace.
- Support the implementation of school and Trust policies.
- Promote the inclusion and acceptance of all staff and pupils.
- Be aware of and understand safeguarding protocols and procedures and the importance of taking appropriate action.
- Attend and participate in meetings and training opportunities.
- Work during two weeks of school holidays per year, to meet the needs of the school and Trust, for example to meet month and year end timescales, or to liaise with external contractors.
- Be willing to work in different schools within the trust, to meet the needs of other schools in the trust or the central trust team.

### **Confidentiality**

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of Colnbrook C. of E. Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

### **Safeguarding**

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust.

All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

### **REVIEW**

This job description is reviewed on an annual basis and will be used as a focus for the relevant Post Holder's

Appraisal. 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 systems and finance officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing with be changed without consultation.

## Personal Specification

| <b>QUALIFICATIONS &amp; EXPERIENCE</b>   | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| GCSE Maths and English grade C or equivalent   | X                |                  |
| Education to 'A' Level standard or equivalent  |                  | X                |
| Experience of working in a school setting  |                  | X                |
| A degree or other relevant qualification, ideally in accountancy, business management or related discipline. |                  | X                |
| Experience of building strong relationships with colleagues  | X                |                  |
| Evidence of continuous commitment to further professional development  | X                |                  |
| <b>KNOWLEDGE and SKILLS</b>  | <b>Essential</b> | <b>Desirable</b> |
| Good command of English, both written and oral   | X                |                  |
| Relevant experience in administration and organization   | X                |                  |
| Ability to work independently, manage own workload, prioritise and meet deadlines                            | X                |                  |
| Ability to understand data and create reports  | X                |                  |
| Ability to manage the information and data requirements of the school and a variety of outside agencies      | X                |                  |
| Awareness of sensitive information and the need for confidentiality  | X                |                  |
| Ability to write effectively for a variety of different audiences  | X                |                  |
| Excellent ICT skills across a range of software packages to support effective administration                 | X                |                  |
| A thorough understanding of, and personal commitment to, equality of opportunity.                            | X                |                  |
| <b>PERSONAL QUALITIES</b>  | <b>Essential</b> | <b>Desirable</b> |
| Can develop positive, professional working relationships with a range of colleagues                          | X                |                  |
| Stays calm even in difficult situations  | X                |                  |

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| Positive demeanour and good role model to all others  | X |  |
| Able to learn how to use new systems quickly, both ICT and non-ICT based                                  | X |  |
| Adaptable with a 'can do' attitude  | X |  |
| Shows attention to detail, highly professional, confidential and discrete                                 | X |  |
| A strong team player who can collaborate and work effectively to secure the best outcomes for the school. | X |  |
| Is resilient and able to use existing resources to overcome challenges                                    | X |  |
| Demonstrates courage, emotional intelligence and confidence   | X |  |

**Signature of post holder:**

**Date:**

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**Signature of headteacher:**

**Date:**

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