



## Finance and Health & Safety Co-ordinator – Job Description

### Job purpose

The post holder will work 37 hour per week and will be responsible to the Headteacher to:

- To provide financial co-ordination for all aspects of Finance in the academy
- To provide guidance to the Headteacher, Governors, and Trust on matters related to the school's Health & Safety (excluding site related activities)

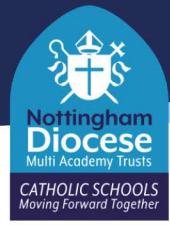
### Specific responsibilities

#### **Finance**

- To plan the arrangements of charging Home/School transport
- Responsible for organising Pupil Premium spending and keep appropriate records
- Education Visit co-ordinator adding trip and monitoring payment through our MIS system
- To oversee the running and co-ordination of school lettings
- Responsibility for raising orders/goods received following Central Team Guidelines
- Regularly liaise with the Central Finance Team concerning any queries regarding invoices/credit notes for goods and services. To liaise with the Central Finance Team regarding goods/services received and returned
- To facilitate all transactions to ensure correct authorisation and processing in accordance with approved procedures
- Medical needs/IHCP's
- Attend Budget Meetings
- Manage subscriptions

#### **Health & Safety (excluding site related activities)**

- To maintain the school's compliance with Health & Safety Standards and to take immediate action to rectify any issues/defects regarding Health & Safety
- To contribute to reporting on Health and Safety to the Headteacher and Governors, helping to encourage safe practices throughout the school
- Supporting the review and administration of policies such as medicines, first aid Health and Safety
- Assisting with trip coordination on the EVOLVE system and contributing to the oversight of visits in line with relevant policies and procedures



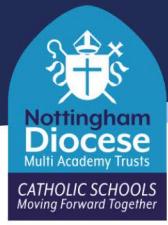
- Assisting in the preparation of risk assessments related to Health & Safety, including for individual students where required usually as a result of injury, to support compliance with current guidelines
- Supporting the recording of first aid incidents and relevant actions, and contributing to updates provided to the Trust, Headteacher, and governors.
- Developing medical plans and IHCP and keeping medical needs information in line with the policy
- Lead first aid responsibilities, stock ordering, defib checks etc.
- To be a trained First Aider and fire warden
- To coordinate and maintain CPD relating to health and safety
- To undertake any reasonable tasks delegated by the Headteacher as they may arise from time to time.
- To be available for some duties:
  - Reception Duties as and when required
  - Exam Invigilation as and when required

#### **Knowledge, Skill and Experience Required:**

- To have an understanding of the Home/School transport regulations particularly with reference to Catholic schools
- Knowledge of Health & Safety legislation in relation to the working environment and safe practices (Recommended IOSH Qualification)
- Knowledge of all risk assessments required regarding Health & Safety
- Ability to provide accurate statistical information
- A good working knowledge of ICT packages
- The ability to prioritise tasks and to work on a range of projects
- Good Management & leadership skills
- Excellent communication skills, ability to communicate effectively at all levels, both orally and in writing
- Knowledge of Pupil Premium funding

#### **Whole Academy responsibilities**

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times
- Support the catholic ethos of the Academy
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required



- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

### **General**

- To work in collaboration with the Trust and other Academies, sharing good practice and supporting during time of absence and/or heavy workload
- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*



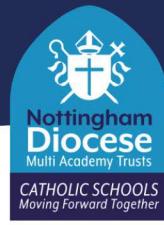
## Person Specification – Finance and Health & Safety Co-ordinator

Category	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>Good general education (minimum GCSE English and Maths or equivalent)</li> <li>Willingness to undertake relevant CPD (e.g. health &amp; safety)</li> </ul>	<ul style="list-style-type: none"> <li>IOSH qualification or equivalent in Health &amp; Safety</li> <li>Finance-related qualification (e.g. AAT, Business Admin NVQ)</li> <li>Educational Visits Coordinator (EVC) training</li> <li>First Aid at Work qualification or willingness to train</li> <li>Fire Warden training or willingness to train</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in a finance administration role</li> <li>Experience of working in a school or similar setting</li> <li>Experience coordinating visits or events</li> </ul>	<ul style="list-style-type: none"> <li>Experience managing budgets or working directly with senior leaders on budget issues</li> <li>Experience with school Management Information Systems (e.g. SIMS, Arbor)</li> <li>Experience managing or supporting health &amp; safety practices</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>Good understanding of financial procedures and authorisation processes</li> <li>Knowledge of Pupil Premium and its appropriate usage</li> <li>Understanding of Health &amp; Safety legislation relevant to education</li> <li>Awareness of safeguarding and confidentiality protocols</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Home/School transport regulations, particularly in Catholic schools</li> <li>Understanding of Catholic school systems and ethos</li> <li>Knowledge of risk assessments and medical care planning in schools</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>High-level ICT skills (Microsoft Office, especially Excel)</li> <li>Ability to plan, organise, and prioritise workload independently</li> <li>Strong written and verbal communication skills</li> <li>Able to work accurately under pressure and meet deadlines</li> <li>Ability to liaise effectively with internal and external stakeholders</li> <li>Strong attention to detail, particularly with financial data</li> </ul>	<ul style="list-style-type: none"> <li>Ability to produce clear, statistical and narrative reports</li> <li>Project coordination and cross-functional collaboration skills</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Professional, flexible, and proactive approach</li> <li>Committed to supporting the Catholic ethos of the Academy</li> <li>Discreet and trustworthy, with a strong sense of confidentiality</li> <li>Reliable, punctual and well-</li> </ul>	<ul style="list-style-type: none"> <li>Ability to influence a positive health and safety culture across the academy</li> </ul>



# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



	<p>organised</p> <ul style="list-style-type: none"><li>• Willing to support a range of school functions including reception cover and exam invigilation</li></ul>	
Other Requirements	<ul style="list-style-type: none"><li>• Willingness to work flexibly, including occasional evening events</li><li>• Commitment to safeguarding and promoting the welfare of children and young people</li></ul>	•