



Role	School Office Finance Business Manager or Administrator, member of SLT
Responsible To	School Principal

Purpose of the Job

- To take full responsibility for business and financial administration for the running of the school.
- To provide confidential HR administration support.
- To take responsibility for the management of the kitchen facilities including food ordering/spend.
- To liaise effectively with the Central Office finance team.
- To provide administrative support to the SLT.
- Takes responsibility as the Designated Data Lead and Online Safety Lead.

General Duties

- Sets up systems for accurate reporting and monitoring in all business and financial administration matters.
- Ensures the various software/database systems are accurate i.e., SAGE Intaact which includes tracking of purchase orders, invoice requesting and uploading/reconciling with accountants.
- Manages all SOLDO spend for the school including uploads to SAGE.
- Ensures all enquiries to the school are responded to efficiently.
- Assists with the collation and writing of newsletters, web site content, social media posts etc, adhering to relevant GDPR consents.
- Takes responsibility for ensuring GDPR consents for learners, parents and staff are accurate and up to date.
- Takes joint responsibility for the accurate submission of Local Authority data, ensuring deadlines are adhered to.
- May act as the attendance officer for the school.
- Jointly liaises with all parents, suppliers, external visitors, and the local authorities.
- Takes joint responsibility for dealing with complaints or concerns raised by parents, staff and/or learners.
- Takes joint responsibility for marketing the school appropriately including updating the school website or other websites where the school appears.
- Assists with ensuring the safer recruitment process is adhered to and is jointly responsible for recruiting, inducting, and training staff (under the direction of the School Principal).
- Raises purchase orders with suppliers, ordering of supplies, consumables, food, and equipment/materials to ensure the effective operation of the school, working with the School Principal to ensure budgets are adhered to.
- Provides support in the school classrooms, as required, and directed.
- Communicates effectively with learners, staff, parents, and other visitors to the school
- Actively contributes and participates as part of the team, attending team meetings and other activities.
- Ensures the environment is safe for all by being an advocate for safeguarding and health and safety.

Self-Management:

- Performs any ad hoc duties as required.
- Ensures personal safety and safety of colleagues.
- Attends training courses to further personal development.

SKILLS, KNOWLEDGE, EXPERIENCE	
Essential to role	Desirable to role
<ul style="list-style-type: none"> • Experience in an administration role/office management role. • Experience of using MIS. • Experience of financial matters, spreadsheets, budgets, costs, controls with knowledge of SUM, IF, VLOOKUP, formulas etc on Excel • Competent in the use of Microsoft Outlook, and Word. • Knowledge and understanding of budgets, management accounts, money tracking. • Excellent communication skills. • Empathetic, caring, and friendly. • Enthusiastic, positive attitude. • Patient. • Able to deal with stressful situations. • Health and safety competent. • Excellent organisation skills. 	<ul style="list-style-type: none"> • Experience of a similar role in an education setting. • Experience of using software packages i.e., SAGE. • Proven supervisory and coaching experience. • Financial management awareness. • Thorough understanding and knowledge of safeguarding and Prevent legislation. • HR knowledge and understanding. • SEND knowledge and understanding.