

Job Description

Job Title	HR & Finance Officer
Grade	Band 3
Reports to	School Business Manager
Liaison with	Headteacher, other staff, Pupils, Parents, External Agencies, ECC staff, Governors
Job Purpose	Undertake financial, personnel, pupil related and other administrative work to ensure an efficient and effective administrative service for the school

Duties

Finance

- Maintain manual and computerised financial records
- Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts, BACS, charge cards etc
- Identify budget irregularities
- Support the SBM with monthly reconciliation of finances to include VAT, charge cards, payroll
- Complete and submit some financial returns
- Process the monthly payroll updates – starters, leavers, adjustments, overtime claims and absences
- Be responsible for the security of unused cheques and other controlled stationery
- To supervise the preparation of school monies and make appropriate arrangements for banking
- Be responsible for issuing of invoices and collection of monies due to the school
- Ensure preparation of orders, that full receipt has been checked, ensure payment of goods and services
- Arrange journal transfers (if appropriate)
- Be responsible for filing, security and retrieval of financial data
- Ensure all financial administration is carried out in accordance with appropriate ESFA and school financial regulations and policies

Personnel

- Maintain manual and computerised personnel records
- Be responsible for all administration associated with the appointment, allocation and resignation of staff including; creating/submitting job adverts, arranging interviews, obtaining references, undertaking pre-employment checks (DBS etc), contract documentation
- To update and maintain the Single Central Record and volunteer register
- Produce for line managers all payroll paperwork relating to new staff induction and probationary reviews
- Complete all payroll paperwork eg. starters, leavers, adjustments, overtime claims, absences, approved salary sacrifice schemes etc and submit to third-party payroll provider
- Be responsible for all administration arising from staff absence
- Be responsible for recording, monitoring and claiming overtime and other subsistence claims
- Maintain records of supply teacher employment and arrange monthly pay claims
- Advise school staff on pay and other personnel related matters, taking advice as necessary
- Be responsible for all administration relating to salary reviews/pay awards
- Be responsible for administration of changes to personnel policies

Administrative

- Be responsible for administration of school lettings, liaising with the caretaker and hirer as necessary
- To take responsibility for dealing with complex enquiries of a financial or personnel nature
- Word-processing
- Advise on and implement appropriate administrative systems/procedures
- Take minutes at meetings as required

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy if necessary
- To liaise with parents regarding pupils sickness/injury if necessary
- To assist with visits from nurse, dentist etc if necessary
- To assist with the general welfare of pupils if necessary

Reception

- To cover reception duties if necessary.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
HR & Finance Officer (Primary)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information

Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Supervision	Ability to support and guide new colleagues
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance