

Task	Summary	Skills	Training or Specifics
Manage office routines	<p><i>Be aware of, and ensure all admin responsibilities are being met in an efficient and timely fashion by the office team.</i></p> <p><i>Liaise with all members of school and the wider community to ensure information is shared appropriately.</i></p>	<ul style="list-style-type: none"> • <i>Ability to prioritise tasks;</i> • <i>Good communication and relationship skills to interact with school staff, parents, children and the wider community face to face, by telephone and email / letter promoting the vision, values and ethos of the school;</i> • <i>Calmness under pressure;</i> • <i>Very strong level of literacy skills;</i> • <i>Confidence in and good level of IT skills especially using Word, Excel, office 365, internet.</i> 	<i>Liaising with the Headteacher as Line Manager</i>

<p>Financial Management</p>	<p><i>Process orders and invoices using the school's finance software following the corporate guidelines for financial management.</i></p> <p><i>Liaise with subject leaders regarding orders for resources.</i></p> <p><i>Carry out monthly budget monitoring as required by the County Corporate team using the finance software and the County Budget monitoring software.</i></p> <p><i>Monitor spending to ensure budgets are not being overspent, especially utilities.</i></p> <p><i>Monitor cash flow.</i></p> <p><i>Liaise with PTA and SSSF and invoice regarding funding of resources.</i></p> <p><i>Carry out financial year end closedown as required by the County Corporate (may need to work in Easter holidays to complete this).</i></p> <p><i>Work with the Headteacher in preparing the budget each year to present to Governors.</i></p> <p><i>Provide regular reports to Governors regarding financial matters, attend governor meetings (one evening per term).</i></p> <p><i>Work with Diocese Finance officer to manage Capital account as per regulations.</i></p>	<ul style="list-style-type: none"> • <i>An understanding of basic financial accounting principles;</i> • <i>Confidence in using IT, especially spreadsheets (excel);</i> • <i>Attention to detail;</i> • <i>Ability to work under pressure.</i> 	<p><i>Use of SIMS FMS - training will be given.</i></p> <p><i>Use of SBS - training will be given.</i></p> <p><i>Use of Excel</i></p>
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	<p><i>Ensure Service Level Agreements are renewed on time.</i></p> <p><i>Ensure the online payment system is updated regularly (ideally daily).</i></p> <p><i>Monitor debts for school meals/trips oversee management of Breakfast Club, taking bookings, producing registers, liaising with staff, invoicing parents.</i></p> <p><i>Oversee financial management of rainbow Preschool.</i></p>		
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<p><i>Personnel Management</i></p>	<p><i>Work with the HR and Payroll provider to ensure staff contracts are correct.</i></p> <p><i>Ensure monthly payroll reports are correct checking the variances and absences have been recorded accurately.</i></p> <p><i>Ensure staff personnel folders are complete with contract information.</i></p> <p><i>Work with Headteacher in recruitment processes ensuring pre-employment checks are carried out and all necessary personal details are recorded correctly.</i></p> <p><i>Ensure contract information is correct on the finance management software.</i></p> <p><i>Initiate DBS checks for volunteers.</i></p>	<p><i>Attention to detail</i></p> <p><i>Delegation and communication skills – as required.</i></p>	<p><i>Work with HR/payroll provider currently EPM</i></p>
<p><i>Schools information Management system</i></p>	<p><i>Ensure all pupil and staff data are up to date on the management system.</i></p> <p><i>Prepare for and complete the termly Pupil Census.</i></p> <p><i>Prepare for and complete the annual workforce census (October).</i></p>	<p><i>Attention to detail;</i></p> <p><i>Confidence in generating reports from the management system.</i></p>	<p><i>Use of SIMS – training will be given</i></p>

Health and Safety and Safeguarding	<p>Follow school's safeguarding policy.</p> <p>Be the contact for staff to report health & safety issues.</p> <p>Liaise with caretaker or request the property management company to appoint contractor to remedy issue.</p> <p>Be aware of the health and safety issues to do with the swimming pool.</p> <p>Report termly to governors on health and safety matters.</p> <p>Work with Headteacher to report incidents to HSE (via county Council Health & Safety team).</p> <p>Carry out duty of paediatric first aider</p>	<p>Attendance at training courses and ability to apply and implement training and best practice;</p> <p>Flexibility in responding to minor site issues – as required.</p>	<p>Training for various health & safety issues and level 3 management available through County H&S team</p> <p>Legionella training</p> <p>Swimming Pool Carer course</p> <p>First aid training will be given</p>
Premises	<p>Liaise with Cath Conlon Property management to report premises related issues.</p> <p>Repairs, statutory testing, contractor access report termly to governors on health and safety matters.</p>		
ICT	<p>Liaise with County ICT service for maintenance of ICT including monitoring photocopier and printers usage and supply of toners.</p>	Confidence in using ICT	

GDPR	<p><i>Oversee compliance for GDPR with Headteacher.</i></p> <p><i>Be vigilant for subject access requests and freedom of information requests which are time sensitive.</i></p> <p><i>Be aware of and follow the retention policy for data held about individuals.</i></p> <p><i>Oversee archiving and secure disposal of data.</i></p>	<p><i>Liaise with DPO;</i></p> <p><i>Ensure office emails are monitored;</i></p>	<p><i>GDPR training available</i></p> <p><i>Work with office team</i></p>
General	<p><i>Ability to react in a positive way to daily challenges.</i></p> <p><i>Interacting with children in-line with the school's vision and Positive Behaviour Policy.</i></p>	<p><i>Resilience and perseverance;</i></p> <p><i>Dedication;</i></p> <p><i>Sense of humour.</i></p>	