

Leechpool Primary School



Finance and Human Resources Administrator Job Description

Job Title: Finance and Human Resources Administrator

Work Location: Leechpool Primary School, Leechpool Lane, HORSHAM, West Sussex.

Reports To: Head Teacher

Grade and Salary Range: Grade 4 to Grade 5 depending on qualifications and experience

Hours: 20 hours per week for 39 weeks term time only.

Job Purpose

1. To work as part of the Administration Team to assist the Head Teacher and Governing Body to ensure that the school meets its educational aims.
2. To be responsible for managing specific areas of schoolwork including: Financial and Human Resources administration.

General Duties

Leadership Development & Strategy

1. Provide financial information to the Leadership Team to ensure school priorities are met.
2. Work and manage change in accordance with the school development/strategic plan.

Financial Resource Management

1. To support with the preparation a balanced budgets designed to address identified school priorities and meet school learning objectives.
2. Assist with regular and detailed budget monitoring, ensure that financial performance is controlled so that: the school achieves value for money; the causes of significant variance are identified, and prompt corrective action is taken; revisions to the budget (modelled and costed) are proposed in response to significant or unforeseen developments.
3. Provide budget information and reports as required with support from the administration team.
4. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
5. To ensure effective financial systems are in place for the ordering, processing and payment of all goods and services in line with SFVS.

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Administration Management

1. Manage and review regularly the procurement processes.
2. Design and maintain financial administrative systems to deliver outcomes that meet and support the school's aims.
3. To use effective methods to evaluate and improve finance and HR administrative systems to maximise efficiency and avoid duplication.
4. To effectively use Bromcom and other means of communication platforms to good effect.
5. Prepare information as required to enable the Headteacher to report on statutory requirements.

Human Resource Management

1. Collaborate with Local Authority HR staff to support payroll services for all school staff including the management of pension schemes and associated services.
2. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements already agreed.
3. Assisting the Headteacher, Governors and Senior Staff with the administrative procedures in the recruitment of new staff.
4. Be familiar with all relevant legal, regulatory, ethical and social requirements with regard to employment, public sector working and education settings.
5. Monitor the way policies and procedures are implemented across the school in relation to finance and Human resources, evaluate their effectiveness in ensuring consistent practice, and provide recommendations for improvement where necessary in discussion with the team.
6. Responsible for keeping staff data updated in Bromcom and other systems. Submitting staff census details when required.
7. Order and book training as required, keeping records of all training.
8. Induct all new staff and those on work experience, to ensure they work safely and understand what is required of them in a school setting with regards to H&S, safeguarding and confidentiality.