

Profile Title and Grade	
Finance and HR Administrator	Job ID: Band 8
Possible local job titles	
Finance and HR Administrator	
Purpose of the role	
To provide financial and human resource administrative support to the school.	
Responsibilities	
<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• Undertake a range of procurement processes including placing orders, goods receipts, and liaising with supplier regarding pricing, queries, or other issues</li> <li>• Undertake reconciliation of credit card transactions against statements</li> <li>• Process travel and subsistence, expense claims</li> <li>• Liaise with staff to ensure school records are up to date regarding mileage claims i.e driving licence checks, MOT certificates, Business Insurance or utilising occasional business use on trust policy</li> <li>• Receive, record and reconcile monies from pupils, parents/carers and other stakeholders through our online payments system</li> <li>• Manage school trips including provision of advice on travel insurance, verifying costs and charges, collecting student contributions and consent forms</li> <li>• Book staff training, travel and accommodation</li> <li>• Ensure all staff within school adhere to financial processes as per Trust's financial handbook</li> <li>• Review outstanding commitments, grn reports and liaise with central team regarding cancellations</li> <li>• Provide monthly reports to budget holders</li> <li>• Provide support, advice and guidance around all financial activities</li> </ul> <p><b><u>Human Resources</u></b></p> <ul style="list-style-type: none"> <li>• Work in collaboration with SLT and the central team to complete relevant documentation to advertise vacancies.</li> <li>• Supporting recruitment manager throughout the recruitment process by collating applications for short-listing, prepare shortlisting grids, application packs, questions, tasks</li> <li>• Liaise with Heads PA regarding facilitating interview appointments and processes</li> <li>• Lead on social media recruitment checks within school and liaise with SLT and central team regarding any concerns</li> <li>• Liaise with successful candidates to begin onboarding process (completion of documentation i.e EAS09, EAS11, Enhanced DBS checks, verify certificates, statement of particulars, access to appropriate systems)</li> <li>• Responsible for the monitoring and tracking of DBS applications</li> <li>• Liaising with third party contractors including supply agency, governors to obtain DBS details.</li> <li>• Maintain the schools single central record in accordance with Keeping Children Safe in Education guidance</li> <li>• Ensure all schools personnel records are complete, updated and scanned onto shared drive</li> <li>• Liaise with relevant personnel to update School System (SIMS, Inventory, SAP) with all staff details</li> </ul>	

- Responsible for the processing of all employee services documentation i.e overtime forms, leaver forms, contract changes
- Act as first point of contact for advice in human resources and payroll queries
- Collate information on initial teacher training students
- Maintaining DfE secure access regarding teacher service
- Responsible for arranging all staff training and maintaining staff training records
- Monitor and maintain leave of absence records and update relevant systems
- Logging and updating supply teacher records
- Completion of staff workforce census

#### **Administration**

- Manage minibus booking requests including MIDAS training, driving licence checks
- Organise pupil bus passes
- Help with school events
- Support main office when required

#### **Indicative Knowledge, Skills and Experience**

- Experience of working in a financial and human resource environment
- Good customer service skills
- Good numeracy/literacy skills
- Knowledge of school policies and procedures

#### **Trust Ethos**

- Work to fulfil the vision and values of the trust
- Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central teams health and safety policy
- Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols
- Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively
- Participate in appraisal, training and development and other activities that contribute to performance management
- Attend and participate in regular team and 1:1 meeting

#### **Line Management**

Direct day to day line management of:

- None

Indirect day to day line management of:

- None