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|  Headteacher: Mrs Victoria Woods | St Mary’s C E Primary SchoolSoutham RoadBANBURYOxfordshire OX16 2EGTelephone: 01295 263026 Email:office@banburystmarysschool.co.uk Web: [www.st-marys-banbury.oxon.sch.uk](http://www.st-marys-banbury.oxon.sch.uk)   |

**Job Description**

**Office Finance Manager and Clerk to Governors**

**Combined hours per week 25 term time only, Grade 9**

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| Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services. |
| TASKS**Organisation*** Take a lead role and contribution in planning, development, design, organisation and monitoring of support systems, policies and procedures, as part of a school within a Multi Academy Trust
* Work with office administrative staff effectively

**Administration*** Take lead role in the development and maintenance of record and information systems
* Manage record and information systems
* Analyse and evaluate data and information to produce reports, information and data as required
* Produce and respond to correspondence
* Provide administrative and organisational support to the Governors
* Manage complex administrative procedures
* Be responsible for completion and submission of complex forms and returns; including those to outside agencies
* Undertake the administration of Payroll systems
* Support the Headteacher in recruitment management
* Manage the School Central Record and statutory reporting and training relating to Safeguarding with the support and guidance of the Designated Safeguarding Leads

Resources* Operate relevant equipment and complex ICT packages
* Provide advice and guidance to staff, pupils and others
* Undertake research and obtain information to inform decisions
* Assist with procurement
* Assist with marketing and promotion of the school
* Manage the Asset Management System
* Manage expenditure within an agreed budget
* Manage service contracts
* Manage school licences and insurance
* Manage facilities including premises and associated income, building and project
* Take a lead role in planning, monitoring and evaluation of budget with the Oxford Schools Diocesan Trust (ODST)
* Manage financial administration procedures
* Manage Health and Safety

Governing Body* Provide effective administrative advice to the Governing Body on governance, constitutional and procedural matters
* Provide effective administrative support to the Governing Body and its committees
* Keep the Governing Body up to date on changes to its responsibilities and changes in relevant legislation
* Ensure that statutory policies are in place and are revised when necessary
* Advise Governors on the annual calendar of Governing Body meetings and tasks
* Provide effective administration of meetings
* Manage the membership of the Governing Body

RESPONSIBILITIES* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
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