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| Headteacher: Mrs Victoria Woods | St Mary’s C E Primary School  Southam Road  BANBURY  Oxfordshire  OX16 2EG  Telephone: 01295 263026  Email:[office@banburystmarysschool.co.uk](mailto: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 |