

Salendine Nook High School

J O B D E S C R I P T I O N

SECTION: ALL SCHOOL MODEL – BUSINESS SUPPORT

JOB TITLE: PREMISES / FINANCE ASSISTANT 5/6

GRADE: 5 / 6 (SCP 15 – 17 / SCP 18-21)

1 PURPOSE OF THE JOB

Responsible to the Principal/Director of Finance and Resources for the management of all the school site maintenance and services, in line with the Public Private Partnership (PPP) contract where applicable.

To assist the Director of Finance & Resources in the effective financial administration of the school including the collection, accounting and banking of all monies received.

As a key member of support staff, contribute to the school's management processes through interactions with colleagues, parents and pupils.

KEY AREAS

1. PPP Contract Management
2. Building maintenance
3. Finance administration
4. Health and safety
5. Minibus management
6. Excluded assets
7. General
8. Safeguarding

DUTIES AND RESPONSIBILITIES

1. PPP Contract Management

- 1.1 Under the supervision of the Director of Finance and Resources, monitor and assist with the coordinating of the school's management of the PPP contract and liaison with the contractor.
- 1.2 Prepare information for the Director of Finance and Resources for the Facilities Management meetings with the contractor and the Local Authority.
- 1.3 Monitor school community use hours and manage school additional use bookings.

2. Building Maintenance

- 2.1 In consultation with the Principal/Director of Finance and Resources implement the school's planned repair and maintenance programme and furniture replacement programme.
- 2.2 To participate in the implementation of the school's Capital

Salendine Nook High School

Maintenance programme in conjunction with the Senior Leadership Team and Governors.

- 2.3 Initiate specifications and orders to external contractors for repairs/improvements and ascertain compliance with relevant satisfaction notices.
- 2.4 Coordinate and assist in the management of furniture and fittings in support of specified activities.
- 2.5 Carry out appropriate procedures in the event of flood, fire, breaking and entering, damage, accident and emergency drills.

3. Finance administration

- 3.1 Input financial information relating to the school's account into the computer and operate such systems as may be required
- 3.2 Collect, account and bank all cash received by the school using associated financial systems
- 3.3 Issue and process all school orders including payment of accounts in line with established procedures
- 3.4 Collect, account and bank all monies relating to educational visits/visitors/fund raising/uniform/trips etc. and prepare income and expenditure accounts for staff
- 3.5 Undertake administrative tasks in relation to ParentPay and other cashless systems

4. Health and safety

- 4.1 To assist the Director of Finance and Resources in the accurate maintenance of all relevant health and safety, maintenance and security records (e.g. fire equipment logs, defects register and risk assessments, etc) and liaise with the PPP Contractor where necessary.
- 4.2 To assist the Director of Finance and Resources to monitor all relevant health and safety aspects within the building as may apply under health and safety legislation.
- 4.3 To identify during the course of normal duties, departures from appropriate recognised standards and report where necessary
- 4.4 Take reasonable care of the health and safety of self, other persons and resources whilst at work. Cooperate with management as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- 4.5 To comply with the building emergency procedures with respect to evacuation, fire, bombs, etc.

5. Minibus management

- 5.1 To take responsibility for the day to day management of the booking diary, ensuring departmental usage is recorded and contributions received as required
- 5.2 To take responsibility for maintaining an up to date approved drivers list
- 5.3 Liaise with the necessary authorities to assist staff taking the mini bus test
- 5.4 To ensure insurance documentation is completed and retained in respect of approved drivers
- 5.5 Liaise with staff and the approved garage to ensure the minibus is

**J
O
B

D
E
S
C
R
I
P
T
I
O
N**

Salendine Nook High School

serviced, tested and insured as required

6. Excluded assets

- 6.1 To assist the Director of Finance and Resources to maintain records for the continued maintenance of the school's excluded assets.
- 6.2 To monitor contracts under the supervision of the Director of Finance and Resources for the school's excluded assets.
- 6.3 Maintain and update key holders register

7. General

- 7.1 Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner as required against school policies and procedures.
- 7.2 To undertake such other duties and responsibilities as may be determined by the Principal/Director of Finance and Resources from time to time and any other duties which may fall within the purview of the post.

8. Safeguarding

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

As part of your wider duties and responsibilities you are required to promote and actively support the Schools responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Safeguarding Policy on the school website www.snhs.kirklees.sch.uk.

Carry out your duties with due regard to current and future school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through school communications.

RESPONSIBLE TO: Director of Finance and Resources / Principal

RESPONSIBLE FOR: None

**J
O
B

D
E
S
C
R
I
P
T
I
O
N**

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service

SECTION: All Schools Model

POST TITLE: Business Support Officer (5/6)
(Finance)

GRADE: 5/6

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience in financial management in the public or private sector.	Application Form / Selection Process	A
		1.2	Experience in basic facilities management.	Application Form / Selection Process	A
		1.3	Experience of word processing, spreadsheets and other computer based information systems.	Application Form / Selection Process	A
		1.4	Experience of computer based accounting procedures, budget monitoring and preparing financial reports.	Application form / Selection Process	A
		1.5	Previous experience of working in a school environment.	Application Form / Selection Process	C
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level or equivalent including English and Maths, or be able to demonstrate equivalent experience to that level.	Application Form	A
		2.2	Qualification/training/experience in finance and general administration.	Application Form	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge of appropriate software (Microsoft Word etc.), and database and spreadsheet packages.	Application Form / Selection Process	A
		3.2	Understanding of basic principles of Customer Care.	Selection Process	
		3.3	Appreciation of the need to maintain the strictest confidentiality about all matters concerning school.	Selection Process	

		3.4	Understanding of and commitment to Equal Opportunities Policy and how it relates to the duties of the post.	Selection Process	
4.	SKILLS AND ABILITIES	4.1	Ability to produce documents and reports using computerised word processing packages.	Application Form / Selection Process	A
		4.2	Ability to communicate effectively with a range of people both verbally and in writing.	Application Form / Selection Process	A
		4.3	Ability to work on own initiative and as part of a team.	Application Form / Selection Process	A
		4.4	Ability to produce accurate work whilst working to deadlines.	Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development	Selection Process	
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.