RAYNES PARK HIGH SCHOOL

JOB DESCRIPTION: Human Resources and Finance Manager

Grade: **ME 9 (subject to evaluation)**

Responsible to*:* School Business Manager

Responsible for*:*

- Overseeing the HR function and processes
- Salary monitoring, administration and monthly analysis reports
- Leading and managing the absence management procedures including attendance and sickness process
- Leading on Support Staff CPD and performance management process
- Leading the administration of Payroll processes
- Undertaking administrative and financial organisational processes within the school.
- Contribute to the planning, development and monitoring of support services/ financial management / management of support staff, including co-ordination and delegation of relevant activities.

Hours of work: This post is full-time 35 hours per week / 42 or 52 weeks per year. Attendance during school holidays to be arranged in conjunction with the School Business Manager (Finance & HR), and around school priorities

Job Purpose:

- To lead an efficient and effective Human Resources Management support service within school
- To lead the management and implementation of school policy and practice with regard to Human Resources Management and Finance Management
- To lead the management, operation, maintenance and development of the financial procedures on all items relating to HR and systems of the school, in co-operation with the Senior Leadership Team and Governors

General Duties

Human Resource Management - Personnel

Responsibility for managing the personnel function for finance, personnel and administration ensuring it meets the needs of the school effectively to achieve excellent standards of service delivery. Specific responsibilities include:

- Involvement in the recruitment and selection process, as appropriate.
- Undertake the administration of new starters including processing clearances, application forms, and appointment checklists; liaising with HR and payroll provider regarding the administration of newly appointed members of the associate staff; drafting and creating personalized letters of correspondence to new staff.
- Managing the payroll services for all school staff including the management of pension schemes and associated services, and administration of all changes and leavers

- Ensuring staff have a clear understanding of HR policies and procedures and the importance of putting them into practice
- Monitoring the way policies and procedures are actioned and provide support where necessary
- Seeking and making use of specialist expertise in relation to HR issues
- Advising staff on employment and salary issues
- Ensuring all required records are kept current and any statutory returns completed in a timely manner
- Undertake maternity risk assessments
- Undertake the administration related to newly qualified teachers and those gaining qualified teacher status through school.

HR Financial Management:

Support the preparation of the annual budget for the school to enable the School Business Manager HR and Finance / Headteacher to submit to the Governing Body and provide specific expertise in long-term HR financial management. Responsible specifically for;

1. Managing the salary budgeting and monitoring processes, including monthly reconciliation of salaries
2. Ensuring the school has appropriate HR financial systems and managing all aspects of the school's HR financial in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head Teacher and Governors
3. Assisting the overall financial planning process in conjunction with the SBM for all HR related expenditure
4. Monitoring key elements of the HR budgets throughout the financial year, reporting any matters of concern to the SBM, Headteacher and Governors and proposing revisions to the budget if necessary, in response to significant or unforeseen developments
5. Providing ongoing budgetary information to relevant colleagues
6. Ensuring the school complies with the Financial Value Standards and that 'Best Value' principles are applied to all appropriate purchasing decisions relating to HR
7. Advising the Headteacher and Governors if fraudulent activities are suspected or uncovered – where appropriate following appropriate whistleblowing procedures (including contacting the LA)
8. Maintaining a strategic HR financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
9. Supporting the preparation for approval by the governors of annual estimates of income and expenditure on staffing.
10. Preparation of all financial returns, including the annual closure of accounts, as required by the DFE, Local Authorities and other government agencies, within statutory deadlines
11. Managing the SIMS FMS module giving guidance to other users.
12. Preparing evaluations / comparisons for particular projects and the development of long term initiatives for the school.
13. Co-operation and liaison with external auditors, initiating and managing audit procedures as necessary to ensure School compliance.
14. Attending the Governors' Business Committee meetings if required
15. Managing the tendering for relevant service contracts with a view to cost effectiveness; and ensuring that the school maximizes its potential from the local authority
16. Identifying additional finance required to fund the school's proposed activities
17. Seeking and making use of specialist financial expertise

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support
- systems/procedures/policies
- Manage support staff

- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake induction / appraisal / training / mentoring for other staff

Line Management

- To effectively manage the work of the Finance Officer and ensure that regular performance reviews are undertaken
- To deputise for the School Business Manager on a day to day basis in meetings etc
- Hold regular team meetings with managed staff
- Undertake induction / appraisal / training / mentoring for other staff

Safeguarding / Child Protection:

- Supporting the school's safeguarding procedures and liaising with the Head Teacher's PA with regard to the SCR.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

1. Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
2. Supporting the school in meeting its legal requirements for worship.
3. Actively promoting school policies and procedures.
4. Responsibility for own continued professional development.
5. Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
6. To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
7. Attending and participating in meetings scheduled in the school calendar punctually.
8. Adhering to the School's Safeguarding Policy.
9. Be aware of and support difference and ensure equal opportunities for all
10. Establish constructive relationships and communicate with other agencies/professionals
11. Participate in training and other learning activities and performance development as required
12. Recognise own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Deputy Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing

RAYNES PARK HIGH SCHOOL

PERSON SPECIFICATION – Human Resources and Finance Manager

Ap – Application Form SP – Selection Process Ref – Reference

Specification		**Method of Assessment**
QUALIFICATIONS		
Strong set of GCSE equivalent qualifications including C grade or higher (or equivalent) in Maths and English	E	Ap
A level /	E	Ap
Degree or equivalent	E	
Evidence of continuous professional development	D	Ap
EXPERIENCE		
Experience of working in an HR or finance management role, providing in-depth financial management support to a wide range of colleagues	E	Ap / Sp
Experience of working in a school environment	D	Ap / Sp
Experience of managing SIMS FMS to provide key data for SLT/staff	D	Ap / Sp
Experience of using all forms of ICT	E	Ap / Sp
Experience of managing others, and developing others	E	Ap / Sp
Experience of Human Resources leadership, management and administration	E	Ap / Sp
SKILLS		
Excellent communication and interpersonal skills	E	Ap/Sp
Ability to work independently, demonstrating initiative	E	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	E	Ap/Sp
Knowledge of a variety of ICT systems including Excel, Word, Publisher	E	Ap/Sp
Ability to reconcile priorities, work to tight deadlines and problem solve	E	Sp / Ref
Ability to produce spreadsheets and interrogate a management information system	E	Ap/Sp
Excellent numeracy skills	E	

Receptive to new ideas, approaches and challenges	E	Sp / Ref
An ability to communicate effectively with teachers, students, parents and multi agencies	E	Sp / Ref
An ability to work autonomously and as part of a team	E	Sp / Ref
Good organisation, time management, communication and interpersonal skills	E	Sp / Ref
Good research and planning skills	E	Sp / Ref
Knowledge of the main aspects of the organisation of secondary schools	E	Sp / Ref
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	E	Sp / Ref
Knowledge of the rights and responsibilities of parents	E	Sp / Ref
The ability to liaise with and gain the confidence of all school staff	E	Sp / Ref
The ability to work flexibly	E	Sp / Ref
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life	E	Sp / Ref
The ability to find creative and imaginative solutions to problems	E	Sp / Ref
The ability to produce detailed, concise evaluative reports	E	Sp / Ref
SAFEGUARDING		
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	E	Sp
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	E	Sp
Can demonstrate an ability to contribute towards a safe environment	E	Sp

PERSONAL QUALITIES		
Enthusiasm, drive and a love for the job		AF, SP & Ref
Committed to high standards of customer service and evidence of a 'can-do' approach		Sp
Ability to form and maintain appropriate relationships and personal boundaries with children and young people		Sp
Committed to equality and diversity		Sp
Committed to own continuing professional development		Sp
Clear vision and an innovative approach		AF, SP & Ref
A passion for ensuring all aspects of school life demonstrate integrity and respect		SP & Ref
Commitment to a high profile presence in and around the school		Sp
Ability to foster an open culture where all are valued and treated fairly		AF, SP & Ref
A good sense of humour		SP & Ref
Excellent communication skills, both verbal and written		SP
Ability to organise, plan and prioritise time effectively		SP

Ability to act decisively		SP
Willingness to challenge others to produce positive outcomes.		SP
Flexibility, adaptability and creativity		SP

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.

We are not looking for the impossible! If you think you have at least some of these desirable attributes, we would very much like to hear from you.