



**Hope Community School**  
**Job description for Senior Admin & Business Officer**

**Salary Range: New Generation Schools Trust (Grade Bexley Scale 07 - 08 (£32,535k - £35,520k FTE) pro rata for 41 weeks of the year. (Equalised to 26-27 pay grade levels when published)**

**Hours: 20 per week**

**Duration: Part time and permanent subject to satisfactory 6 months' probation period**

**Reporting to: The School Principal and CFO**

**Purpose of the job**

The Senior Admin & Business Officer (SABO) is the school's leading support staff professional and works with the Principal and senior leadership team in their duty to ensure that the school meets its educational aims. The SABO is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school. The SABO promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives. The SABO is responsible for the Financial Resource Management of the school as well as contributing to the running of Administration and ICT, Human Resources and Facility, Health & Safety.

**Job Description General Duties**

**Financial Resource Management**

- Work closely with and report to CFO on all matters affecting the finances.
- In partnership with the Principal and CFO, prepare and manage the school's budget and ensure it is balanced, realistic and represents an effective use of public funds.
- Ensure all school transactions are entered onto PSF on a weekly basis.
- Provide bank recs, cash flow reports and other information to the CFO in accordance with monthly deadlines.
- Be aware of variances against budget and be ready to report on them and take prompt corrective action when requested.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Keep up to date with school funding and potential new streams of income.
- Maintain the contracts register so that it is up to date at all times and use the contracts register to ensure that all contracts of the school are negotiated on a timely basis and that they always provide best service levels to the school, whilst maintaining VFM.
- Present timely and fully costed proposals, recommendations or bids, adhering to Trust policies and procedures.
- Once authorised, put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and agreed costs and repayment schedules.
- Manage the school's lettings offer.
- Manage disposal / scrapping of the school's fixed assets where authorised, ensuring correct paperwork is completed.
- Assist CFO with year-end requirements for audit at the end of the financial year (31<sup>st</sup> Aug) and during the course of the audit, as well as internal audit during the year.

### **Administration and ICT**

- To manage school and staff census
- Work with staff to review existing use and future plans to introduce or discard technology in the school
- Liaise with the Data Protection Officer, ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Liaise with IT contractor and be the link between school and provider, supporting staff as required.

### **Human Resources**

- Liaise with the external payroll provider to ensure school staff are paid accurately and on time each month, ensuring anyone working for the school is on a suitable agreed contract before work commences.
- Ensure payroll adjustments are correctly applied, including both pay and pension elements, before seeking monthly approval.
- Advise on HR issues within school and liaise with the external HR provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.

### **Facility, Health & Safety**

- With the Principal and premises manager, support with the maintenance of the school site.
- Work with Premises manager to ensure the continuing availability of utilities, site services and equipment.

### **Holiday Entitlement**

The SABO is required to work for 41 weeks of the year. This includes 5 days during the main school summer holiday, and 5 days throughout the year having due regard to deadlines within the role. Working days during holidays must be prior agreed with CFO and Principal. The SABO is entitled to all the school holidays excluding staff /Trust training (inset) days which are normal working days, except where required to attend all or part of relevant training at the instruction of the Principal.

The SABO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SABO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or CFO.