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**Office/Finance Manager duties and responsibilities:**

* Assisting the Headteacher and Assistant Head as necessary.
* Liasing with HfL re any technical issues
* Provide support, advice and guidance on administrative issues to all staff.
* Provide administrative support to Governors.
* Communicate effectively with staff, Governors and parents/ carers/ students.
* Develop and maintain recording and information systems including personal staff and student details.
* Operate bespoke school information systems.
* Filing, scanning, emails, produce and respond to correspondence.
* Manage/supervise/ allocate work to administration staff
* Manage lettings of the premises.
* Monitor service contracts and school licence and insurance.
* Responsible for keeping Single Central Record up to date
* Update school website.
* Plan, develop, organise and monitor support systems and procedures.
* Manage student admissions, joiners and leavers (CTF, Arbor and Hertsfx)
* Manger staff new starter and leaver processes -staff contracts / DBS checks
* Keeping employments details and contracts up to date.
* Administration support of school projects.
* Ensuring Health and safety throughout the school /updating posters
* Running the School Census and School works force census - HCC
* Returning funding data to HCC (via Anycomms)
* Checking DBS and safeguarding for onsite contractors
* Class Organisation report for Herts for learning
* Any other ad hoc duties

**Finance role**

Overseeing the school bank accounts.

Claiming back milk money – Nurserymilk.co.uk

Manage Remote Timesheet Entry – over time/sickness/ morning club).

* Raising pro forma / invoices for hall hirers ensuring payments are made.
* Maintain records of FSM and undertake financial administration such as catering.
* Arranging for payment of invoices for stocks, including checking supplier statements.
* Monitor monies from pupils/ carers/ parents eg; trips and dinner money.
* Responsible for appropriate signatures and coding up of invoices
* Copying and sending invoices to HCC .
* Downloading Arbor payments report and pivot tables to send to finance.
* Downloading any other data needed by HfL Finance from SAP or Arbor.
* Support staff with their budgets and events. Eg science week, PE budget.