

# Pilgrims Pre-Preparatory School



## Job Description - Finance and Office Manager

<p><b>Job Description</b></p> <p>Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p><b>Summary of the role:</b></p>	<p><b>Job Title:</b> Finance and Office Manager</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School</p> <p><b>Job Purpose:</b> As a member of the SLT, the Finance and Office Manager plays a major role in advising and supporting the Headteacher in the administration and management of the school. They manage support staff teams who play a vital role in enabling the school to carry out its primary function of education.</p> <p><b>Reporting Line:</b> Headteacher</p> <p><b>Hours:</b> 37 per week during Monday to Friday, annually, but the post holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p> <p><b>Summary of role:</b> The Finance and Office Manager will work with the Headteacher and School Governors to support the effective management of the school. They are responsible for the management of the school resources including finance, ICT and catering with centralised support from the Harpur Trust.</p>
<p><b>Line management responsibility for:</b></p>	<p>Responsible for line-managing the following:</p> <ul style="list-style-type: none"> <li>• Office Team</li> <li>• IT (oversee day to day work, but not line manage which is undertaken by Bedford School)</li> <li>• Catering Manager</li> </ul>
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<b>Main duties and responsibilities:</b>	<p><b>Finance</b></p> <p>To manage the School's finances, according to the School's Financial Procedures, under the direction of the Finance Sub-Committee, and in close liaison with the Headteacher and HTO Finance Team.</p> <ul style="list-style-type: none"><li>• Preparation of the draft annual budget, including estimates of planned income and expenditure, and its submission for approval to the Finance Committee and School Committee.</li><li>• Preparing forecasts for the future financial performance of the school; usually over a period of five years.</li><li>• Monitoring income and expenditure in relation to budgets and presenting regular reports to the Finance sub-committee.</li><li>• Ensuring that all departments are aware of their budgetary responsibilities and that the proper processes of decision-making and good financial management are met.</li><li>• Ensuring that value for money is obtained in the purchase of goods and services and approving all invoices received in school.</li><li>• Financial management of capital and maintenance projects that have been approved by the Governors.</li><li>• Providing complete, accurate information to the Fees Department for invoicing purposes.</li><li>• Working with the Harpur Trust Fees team to manage debtors and the process for recovery of outstanding debts and liaising with parents, where necessary.</li><li>• Manage the school's commercial and letting activities.</li><li>• Cascading information on general financial policy within the school.</li><li>• Reviewing payroll to ensure it is accurate, complete and compliant before approving.</li></ul>
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	<p><b>Compliance</b></p> <ul style="list-style-type: none"><li>• To ensure the school complies with any statutes, orders and regulations governing the school's business or affairs including (but not limited to) the law covering accounting, money laundering, copyright, data protection and Charities Commission with the support of the appropriate specialists within the HTO.</li><li>• Liaise with relevant teams to ensure compliant and legislative trips and visits organisation, including policies and processes.</li><li>• Work with the Headteacher and Governors to manage the school's risk register to identify threats to the school which could damage the school's reputation, business objectives, employees and interests of stakeholders.</li><li>• Work closely with the Headteacher and HTO to ensure that the school has up-to-date policies in place in all areas specified by the Independent Schools' Inspectorate (ISI) and Ofsted (covering both boarding and Early Years Foundation Stage (EYFS) with support from HTO where appropriate.</li><li>• Liaise with the SEND and Pastoral Co-ordinator to ensure compliant and legislative medical and first aid policies and procedures are reviewed and up to date including medical records.</li><li>• Work with relevant staff and external agencies to ensure that Inspection requirements are kept up to date.</li><li>• Liaise with the HR Advisor to ensure that external agencies have service agreements and follow the school's safer recruitment policy to ensure regulatory requirements are met.</li></ul> <p><b>Governance</b></p> <p>The Finance and Office Manager has the additional role of Clerk to the Governors, and is accountable to the Chair of Governors. The role is responsible for assisting the Governors in the proper performance of the following responsibilities.</p> <ul style="list-style-type: none"><li>• To ensure that the Headteacher and Governors are advised of any legislation affecting the running of the school.</li><li>• To attend all School Committee and Finance meetings. To table, prepare and circulate minutes to the School Committee members.</li></ul>
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- For other governor sub-committee meetings, to support the administration of all necessary papers and minutes.
- Administering the process of the appointment of new Governors
- Ensuring the Parents Contract, and other associated documents are up to date and meet the school's needs in conjunction with the Fees Team.

### **General Management and Administration**

- Lead the school office, reception and catering team to ensure a high level of service is delivered to parents, children and other members of staff throughout the year, including school holidays and shutdown.
- In accordance with agreed policies and procedures, and the support of the HR Advisor/HR Business Partner ensure effective supervision, performance review and welfare of all team members.

### **IT**

- Accountable for ensuring that the school has an effective infrastructure and provided with effective IT Support.
- Oversee the day to day management of the IT Manager on site.
- Work with the Director of IT, Bedford School, to ensure that the school's IT requirements are being met in line with the SLA.
- Work with the Headteacher, SLT and the Director of IT to identify and develop the IT strategy, identifying the direction the school wants to take based upon the technological advances available.
- Keep up to date with policies and legislation that impact the school and take the necessary actions to ensure continued compliance / best practises are adopted.

### **Catering**

The Catering Manager has responsibility for the day to day management of the school kitchen, with the Finance and Office Manager supervising the role to ensure that children are provided with appropriate meals while on site.

- Ensure the kitchen meet all regulatory requirements for H&S, hygiene and food safety. Liaise where necessary with



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	<p>relevant H&amp;S compliant support staff for advice and guidance.</p> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"><li>• Promote and safeguard the welfare of children with whom you come into contact.</li><li>• Be aware of and comply with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person</li></ul> <p><b>Wider school duties</b></p> <ul style="list-style-type: none"><li>• Attend open days and support the school at open day events across the other Trust schools where required.</li><li>• Creation and oversight of information to parents, including school's weekly newsletter and calendar of events.</li></ul> <p><b>Training and Development of Self and Others</b></p> <ul style="list-style-type: none"><li>• Develop and maintain a culture of high expectations.</li><li>• Keep abreast of current practices and regulations. Attend courses and disseminate information/ideas etc.</li><li>• Attend INSET training days.</li><li>• Ensure training is provided for your teams with the necessary support and an appropriate mentor.</li><li>• Carry out performance management cycles of your teams.</li><li>• Undergo regular performance management cycles to identify areas of development and training needs for yourself.</li></ul>
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You may also be required to undertake such other duties that fall within the level of responsibility and capability as the Headteacher requires from time to time.