



Job Description

Job Title:	Finance and Facilities Officer
Grade:	SO1
School:	Trinity School
Reports to:	School Business Manager
Responsible for:	N/A
Number of Posts Supervised/Managed:	0

1. Purpose of the Job:

Under the direction of the School Business Manager, to assist in the provision of a comprehensive finance and facilities service to the School by undertaking a range of Facilities and Finance administrative support functions.

2. Main Activities

- **Finance**
- **Facilities**

Finance

Finance and Administrative Tasks:

- Monthly reconciliation of the School's Purchase Card account, obtaining all necessary paperwork from cardholders.
- Assist the Finance Officer in the preparation of Monthly and End of Year reconciliations.
- Assist in the preparation of the Extended Schools Quarterly Return using Excel to process club attendance data, updating and maintaining the spreadsheet as required.
- Assist in the maintenance of the School Fund Account.
- Maintenance of the School Asset Register by adding new equipment, tagging and tracking items, as well as carrying out audits to ensure stock and inventory control.
- stock control of consumables, such as stationery, first aid and hygiene supplies.
- Assist in the monitoring process of the annual review of policies and guidance relating to financial procedures (including Register of Business Interests).
- File, maintain and archive all financial data processed for easy retrieval.
- Carrying out tasks in compliance with the school's Financial Management Standards and Guidance document.
- To assist in the delivery of recommended actions arising from probity audit reports.

Purchasing of Goods and Services

To assist the Finance Officer when required with the purchasing of goods and services including:

- Ensuring all orders received for processing are raised in accordance with the school's Financial Management Standards and Guidance and Scheme of Delegation, also checking the Budget and Analysis coding quoted, consulting if necessary with the School Business Manager.
- Ensuring best value is applied to all orders received for processing (including the full administration process of obtaining 3 quotations as necessary) liaising with the Budget Holder and School Business Manager during this process.
- Undertake the contract renewal process of routine service and maintenance contracts, ensuring best value is applied (including the full administration process of obtaining 3 quotations as necessary) liaising with the Budget Holder and School Business Manager during this process.
- Obtaining all necessary contractor compliance documentation prior to delivery of the goods/service (including health and safety information and financial compliance such as IR35).
- Processing and placing orders with suppliers (either by Purchase Order or Purchase Card as appropriate) and entering the order on the school's accounting system.
- Checking deliveries received into the school, promptly marking up items and directing Site Team regarding their destination and to reconcile the deliveries.
- Dealing with all internal and external queries and correspondence relating to orders to be placed or under process (including undelivered and/or missing items, items received broken or requiring return).
- Ensuring credit notes are obtained for all returns and are matched to the associated invoice.

Processing of Payments and Invoices Received

To assist the Finance Officer when required with the processing of payments and invoices including:

- Obtaining appropriate budget holder authorisation for the payment invoices and staff reimbursements.
- Accuracy checking of staff reimbursement claim forms before processing (including checking adding up and that all associated receipts are attached to the claim form).
- Processing (via the school's accounting system) of authorised invoices, staff reimbursements and credit notes, to prepare payments (either by BACS or cheque) for the authorisation of bank mandate holders, including preparation of BACS payment reports.
- Processing on the school's accounting system of invoices paid via direct debit, and also direct payments received by the school's bank account.
- Accessing supplier portals to receive invoices or purchase order information where necessary.
- Setting up new supplier accounts and maintaining existing account details within the school's accounting system.
- Reconciliation of supplier statements, obtaining copy invoices or other correspondence from the supplier as required.

Facilities

- Working collaboratively with the Site Manager on all aspects of effective premises management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts and contractors, routine maintenance, refurbishment and re-active repairs.
- To work collaboratively with the Headteacher / School Business Manager on suggested improvements to the general school environment and work with the Site Manager to maintain the productivity of site management and pre-planned maintenance programmes.
- To lead on the administration of premises related projects, working with the School Business Manager and Site Manager to ensure projects meet agreed outcomes and standards, are delivered on time and within budget.
- To ensure that the school building is an ideal environment for pupils, staff and visitors.

Premises and facilities

- Maintain and control the Facilities Maintenance Schedule, arranging for contractors to attend site to carry out pre-planned maintenance to ensure compliance is met at all times.
- Production of a Premises/Extended Schools Holiday Risk Assessment for all school holiday periods.
- Being the first point of contact for facilities and site issues, including the monitoring of the premises email account to track and log reported issues, liaising with the Site Team or arranging for contractors to attend site to ensure a resolution is achieved and liaising with staff to keep them informed of progress.
- Maintain all records and evidence ready for audit and inspection purposes in relation compliance monitoring, policy and risk assessments, also liaising with the Site Manager to ensure compliance tasks are carried out for the following areas:
 - Fire Alarm Testing
 - Emergency Lighting
 - Fire Protection Equipment/Extinguishers
 - Fire Door Automatic Release Systems
 - Fixed Wiring Testing
 - Portable Appliance Testing
 - Access Control/Magnetic Door Release Systems
 - Lightning Protection
 - Boiler and Gas Certificates and Maintenance
 - Air Conditioning and Air Handling Units
 - CCTV
 - Intruder Alarm
 - Automatic Vehicle and Pedestrian Gate
 - Tree Management
 - Grounds Maintenance
 - PE Equipment and Playground Inspection and Maintenance
 - Dining Hall Table Inspections
 - Hoists
 - School Kitchen and Food Technology Equipment
 - Swimming Pool Inspection and Maintenance
 - Drainage / Foul Water Inspection and Maintenance
 - Waste Disposal
 - Water Testing and unfrequently Used Water Outlets (Legionella)
 - Energy and Display Energy Certificate
 - Asbestos
 - Pest Control
 - Telephones (Main Line and Mobiles)
 - Lone Worker Device
- Ensure meter readings of utility services are taken and submitted on a monthly basis as

- necessary, updating monitoring sheets accordingly.
- Monitor and maintain records of the school's main telephone line and mobile telephone accounts, including obtaining user acceptance documents and updating the Mobile Telephone Policy.
- Full administration of the School Minibus fleet (including updating the Minibus Policy and Risk Assessment, compliance checks on drivers, tax disks, insurance, blue badges and fuel cards).
- Assist with the administration of vending machine issues.
- Maintenance of the School Asset Register by carrying out at least an annual audit of equipment and assist the Finance Team with adding and tagging items. Where possible using the School Asset Register to assist in the planning of replacing items.
- Support the School Business Manager to deliver actions from premises audits, surveys and risk assessments.
- Maintain the school's building management records including Operation and Maintenance Manuals of school extensions and new build projects.
- Stock control, ordering and receipt of caretaking, cleaning and hygiene materials.
- To develop and maintain the school's building maintenance plan liaising with the School Business Manager, Headteacher and Site Manager to ensure all aspects of both compliance maintenance and new building projects are included.
- To support the School Business Manager to review existing, and where necessary put in place, facilities and premises related policies and risk assessments.
- Oversee carpark and maintain and up to date School Travel Plan.
- Maintain maps/plans/drawings of the school for use by staff and contractors, ensuring a room numbering system is kept up to date.
- Liaise with the Local Authority for utilities and Traded Services contracts and costings.

Health, safety and security

- Work within Health and Safety guidelines and School and LA Policies.
- To be proactive in reducing the potential for Health and Safety issues arising.
- Maintain the school's key inventory and ensure paperwork is current on keyholder information.
- Liaising with the HR Team, administration and maintenance of the school's access control system, the issuing and cancelling security ID badges for contractors (and when necessary also for staff and visitors).
- Liaising with the HR Team, administration and maintenance of the school visitor control system (InVentry), with particular focus on maintenance of Fire Evacuation Groupings, to ensure Isolated Workers and Visitors are identified and recorded.
- To plan, attend and take minutes at Health, Safety and Wellbeing Meetings and ensure delivery of assigned actions.
- Support School Business Manager to deliver actions identified in the Health Safety and Wellbeing Leadership check and plan document.
- Administration of annual premises Health & Safety inspections, recording and reporting any issues arising from the inspections.
- Administration of the bi-annual resigning of Staff Job Specific Risk Assessments.
- Assist the School Business Manager with distribution of Health, Safety and Wellbeing information to staff, including termly updates via email and updating information on staff room notice boards to contribute to a culture of safety awareness throughout the School and its operations.
- Assist and support the School Business Manager and the Health and Safety Governor Representative with the Annual Health & Safety Report to Governors.
- To assist in the delivery of recommended actions arising from HSW audit reports.
- To support the School Business Manager to review, research, create and implement health, safety and security policies and risk assessments.
- To assist and contribute to the effective management of the Emergency Evacuation process of staff, pupils and visitors.

Contractor Control

- Oversee all aspects of contractor Control in relation to facilities and premises, liaising with both the Site Manager and contractors, resolving operational and logistical issues that may arise affecting the delivery, performance or smooth running of the service to the school.
- To maintain, update and implement a process of contractor control and supervision on site, ensuring this information is following School security and safeguarding procedures, including
 - Contractor Policy and Risk Assessment
 - 'Guidance to Contractors Working at Trinity School' guidance document
 - Trinity School Contractor Assessment Questionnaire
 - Contractor Evaluation and Monitoring document and procedure
- Obtaining all necessary contractor compliance documentation prior to delivery of the goods/service, including health and safety information, insurances, trade certificates and DBS clearance, ensuring this information is kept for audit or inspection reasons.
- Keeping a record of all contractor compliance documentation for regularly used contractors, ensuring information is kept current (eg. insurance certificates and DBS information).
- Escorting contractors around the School in the absence of the Site Team.

Lettings

- To contribute to the development and maintenance of School Lettings process, policy and risk assessments.
- To liaise and respond to enquiries from prospective hiring individuals and organisations.
- Work collaboratively with the Finance Officer for charging/invoicing of hirers, liaise with School Business Manager as necessary.
- To be the first point of contact for all Lettings related issues of hirers whilst on site, responding as necessary and where appropriate escalating issues as required to the Site Manager.

Facilities and Health, Safety and Wellbeing:

- Administration and monitoring of contractor compliance and checking process - obtaining, monitoring and updating all required data to ensure information is kept up to date.
- Monitoring of the Facilities Schedule, alerting the Site Team or arranging for contractors to attend site to ensure site and equipment compliance is maintained.
- Being the first point of contact for reported reactive maintenance issues and passing tasks onto the Site Team or where necessary the School Business Manager for action.
- Assist in the monitoring process of the annual review of policies and risk assessments relating to the premises and health and safety.
- Administration of the School minibus fleet (including compliance checks on drivers, tax disks, insurance, blue badges and fuel cards).
- Maintain the school's key inventory and ensure paperwork is current on keyholder information.
- Assist in premises and fire safety compliance checks (including health and safety inspections, COSHH, fire equipment, access control and fire door hold backs).
- Liaising with contractors and the Local Authority to book callouts to site.
- Escorting contractors around the School in the absence of members of the Site Team.
- Assist with the administration of vending machine issues.
- To assist in the delivery of recommended actions arising from HSW audit reports.
- To assist in the Emergency Evacuation process of staff, pupils and visitors

3. Safeguarding Responsibilities

To ensure attendance at School safeguarding training and to remain up to date with safeguarding responsibilities and School policies as they relate to this post.

4. Project Management

Undertake ad hoc assigned premises or health and safety related projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

5. Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council and Trinity School.

6. Financial Management

Not applicable.

7. People Management

Postholder is not responsible for the day to day management, supervision or support of any designated staff.

8. Statutory Requirements

This post carries a requirement to have an Enhanced Disclosure and Barring (DBS) check for Children.

9. General Accountabilities and Responsibilities (All roles)

- I. Liaise effectively with Borough Finance and other relevant sections of the Borough's Children's Services Department and external agencies and organisations.
- II. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- III. Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- IV. Undertakes a proactive, committed approach towards the Council's Best Value ethos.
- V. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies including Equal Opportunities in Employment.
- VI. Ensure compliance with appropriate legislation, Council and School Policies, Standing Orders, Financial Regulations and other requirements of the Council/ School.
- VII. Ensure compliance with and actively promote Health and Safety at work legislation, School, Council and Departmental H&S policies and procedures.
- VIII. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- IX. Ensure compliance with other School Procedures such as Safeguarding and Data Protection.

- X. Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- XI. Take responsibility for continuing self-development and participate in training and development activities.
- XII. To share with other staff skills and knowledge relating to this post.
- XIII. As directed by the Headteacher, you may be required to cover or provide support to the other posts within the office administration/support services functions of the school.
- XIV. As directed by the School Business Manager, you may be required to cover or provide support to the other posts within the Finance and Facilities Team.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

The Job Description will be subject to annual review by the Headteacher and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

Postholder

Date

Headteacher

Date



Person Specification Template

Post Title	Finance & Facilities Officer	Grade	SO1
School, Section	Trinity School	Date of Person Specification	February 2024

Attributes	Minimum Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> Previous financial experience including; interpreting budgets, financial reporting and processing Experience of setting up and maintaining financial spreadsheets to a high standard 	Application Test Interview	<ul style="list-style-type: none"> Working within an office in an educational environment 	Application Interview
Education, Training And Qualifications	<ul style="list-style-type: none"> Educated to at least 5 GCSE or equivalent Evidence of recent CPD 	Application Interview	<ul style="list-style-type: none"> Diploma or equivalent related professional qualification. Accountancy or finance qualification 	Application Interview
Safeguarding	<ul style="list-style-type: none"> Basic knowledge of safeguarding/child protection responsibilities of staff in Schools/education 	Application Interview		N/A
English Language Requirement	<ul style="list-style-type: none"> Excellent understanding of English, speaking and listening skills 		<ul style="list-style-type: none"> Excellent numerical, oral and written communication English language skills 	Application Test Interview
Relationships	<ul style="list-style-type: none"> Excellent team working skills and proven experience of working well in a team. Ability to communicate effectively with all members of the multi-disciplinary team at work. 	Application Interview		N/A

	<ul style="list-style-type: none"> Willingness to constructively challenge the work of self and others to continually improve own performance. 			
Equalities and Diversity	<ul style="list-style-type: none"> Commitment to the Council and School's Valuing Diversity and Equal Opportunities Policies Empathy with the aims of the School and to SEND pupils. 	Application Interview		N/A
Skills	<ul style="list-style-type: none"> Good knowledge and understanding of basic accounting processes and procedures. Excellent organisational, interpersonal and time management skills. Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word. Ability to work under pressure and meet deadlines. Ability to work independently, make informed decisions and demonstrate initiative. Previous experience of RM Finance and Oracle 	Application Test Interview	<ul style="list-style-type: none"> Strong attention to detail and able to produce work with a high level of accuracy. Good knowledge and experience of facilities and Health and Safety in the workplace. 	Application Test Interview
Management, e.g. People, Finance and Skills	<ul style="list-style-type: none"> Ability to accurately manage, a small budget (petty cash and school fund) 	Interview		N/A

Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for shortlisting purposes