



JOB DESCRIPTION

<p>HOURS: 10.00-6.00 p.m. TBA To start 30 October 2017 or as soon as possible</p>	<p>NAME OF SCHOOL: Cyril Jackson Primary School</p>
<p>POST TITLE: Marketing, Data and Finance Officer (Maternity Cover) Term time only</p>	<p>GRADE: Scale 6</p>
<p>RESPONSIBLE TO: School Business Manager</p>	
<p>RESPONSIBLE FOR: Marketing, Data Management and Finance</p>	
<p>PURPOSE OF THE JOB:</p> <ul style="list-style-type: none"> (i) Ensuring effective operation of the finance function of the school (ii) To develop the school's strategic marketing approach for raising its profile/reputation. (iii) To manage the school data in order to drive standards of attainment and achievement throughout the school. (iv) Take the lead role in the development, maintenance and management of record/information systems. (v) Professional Development Plan coordination. 	
<p>MAJOR DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To answer the telephone in a professional and efficient manner and record and pass on messages as appropriate • To answer the intercom CCTV system whilst having a high regard for security • To greet parents/carers and visitors and deal with their requests in an efficient and professional manner • To ensure visitors sign in the visitor's book and are provided with a visitor's badge • To record DBS numbers for visitors where appropriate • Where appropriate, to act as an interpreter/translator to parents who do not speak English as their first language or to arrange for an interpreter • To accurately maintain the shared calendar and update the school information board daily • To provide refreshments for the head teacher and the head teacher's visitors as required • To use word processing to produce letters and memorandums 	

- To use spreadsheets to record, monitor and produce reports on pupil attainment information
- To open and distribute internal and external post and correspondence as appropriate
- To undertake filing and photocopying; to assist users with the operation of the photocopier, including changing inks and attempting to resolve issues.
- To be responsible for the maintenance and monitoring of the photocopiers and their consumables.
- To liaise with the School Business Manager and Premises Manager in respect of deliveries
- To provide administration assistance as required
- To provide administration assistance as required by the Head teacher, Deputy Head and Assistant Head Teachers
- An expectation, where possible to work on parent's evening with additional pay or time off in lieu as agreed with line manager.

FINANCE MANAGEMENT

- To ensure that the school's and LA finance policies and procedures are followed
- To process orders ensuring sufficient funds are available in liaison with the Senior Administration Finance Officer, ensuring best value
- To process payments following required authorisation having been gained, within the agreed 30 day period or ensure that every attempt has been made to do this
- To ensure that delivery notes for received and delivered goods are filed with orders
- To liaise with suppliers, contractors, other schools and organisations, budget holders and attend to all queries
- To maintain both manual and computerized record and filing systems in line with audit requirements and for completion of monthly bank reconciliation, including invoices, banking, credit card use, income, school fund accounts and direct debits
- To ensure the safe receipt, handling and banking of monies and cheques received
- To ensure accurate VAT accounting and payment
- To issue school invoices, following up their prompt payment
- To assist with budget monitoring, reporting any issues to the SBM
- To contribute to the evaluation and development of financial systems and procedures

DATA MANAGEMENT

- Take the lead role in the development, maintenance and management of record/information systems.
- System Manager - maintenance of the school MIS system, set up staff accounts, access rights, attending training courses and training staff internally.
- Responsible for ensuring that system backups are run.
- Awareness of external SIMs training and matching this to internal need.
- Prepare and deliver SIMs training in house to appropriate cohorts of staff.
- Responsible for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade.

- Liaise with the 'assessment manager', ensuring the school's assessment systems are kept up to date with all children on roll and their correct details.
- Ensure all statutory KS1 and KS2 test orders, registration and assessment uploads are completed in accordance with the National Curriculum assessment guidance.
- Ad-hoc data analysis and data reports from the tracker, raise online and any other programme at the head's request.
- Data tracking, analysis and management; pro-active in all aspects of the use of data to promote pupil progress and achievement.
- Challenge and identify inaccuracies in data to ensure efficient analysis and reliable forward planning.
- To provide LMT and Governors with a termly data pack which includes analysis as required as directed by the AHT Assessment.
- Setting up of new systems to meet the needs of the Senior Leadership Team.
- Responsible for DCSF Statutory Returns in regard to assessment.

MARKETING & MEDIA

- To develop the school's strategic marketing approach for raising its profile/reputation, working with the HT and SBM.
- To liaise with local businesses for fundraising, arranging vocational work experience and joint enrichment projects.
- To promote the school's profile to different audiences by gaining/attracting positive press coverage.
- To liaise with press reporters/professionals, as appropriate, including writing press releases and making statements for publication.
- To develop and maintain the school's corporate image by ensuring consistency, uniformity and high standards are achieved in all published documents, the website and school branding.
- Develop a strategic social media plan to engage with and communicate to parents and the local community.
- To write and produce prospectus booklets and information leaflets to reflect all areas of the school's operation, with a view to maximising parental engagement and extending the school's reach in the local community.
- To research, write and design monthly, half termly or timely newsletters, with a focus on promoting school achievements, news and events.
- Proof reading, writing copy, designing promotional materials and photography.
- Create and develop innovative ways to generate extra revenue through letting of the school premises.

BUSINESS PLANNING

- Liaise with assistant head teacher and senior leadership team to coordinate and create termly professional development plan to ensure efficient running of the school on a day to day basis.
- Effective internal diary and calendar management.

- Monitoring and promoting parent events.
- Collation of mail merge parent evening reports for all teachers, ensuring accuracy of data.

PROFESSIONAL CHARACTERISTICS

- demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:
- inspiring trust and confidence,
- building team commitment,
- engaging and motivating pupils and staff,
- analytical thinking,

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

OTHER DUTIES AND RESPONSIBILITIES

- To ensure all duties and responsibilities are discharged in accordance with the schools health and safety at work policy
- To undertake other reasonable duties commensurate with the grade of the post

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

_____ Signed by (Post holder)

_____ Signed by (Head teacher)

Person Specification

Post Title: Marketing, Data and Finance Officer

	Essential	Desirable
Qualifications		
GCSE Math and English A to C or equivalent	✓	
A degree of the equivalent	✓	
Experience		
Experience of working as a receptionist/finance/administrative capacity.	✓	
Experience of working in a school office		✓
Extensive experience of using Microsoft office (Excel, Word, Publisher)	✓	
Experience of using and maintaining the school's management information system (SIMS)		✓
Experience of using and maintaining the school's Finance system (RM Finance)		✓
Experience of completing LA annual returns		✓
Professional Knowledge and Understanding		
Understanding of and committed to equal opportunity issues within the workplace.	✓	
Knowledge of school accounts and budget systems		✓
Understanding and knowledge of IT administration systems	✓	
Skills and abilities		
Be self-motivated, flexible and well organised to manage varied workloads	✓	
Able to meet targets and deadlines in a pressurised environment.	✓	
Ability to pay attention to detail	✓	
Able to communicate effectively, both written and verbally.	✓	
Ability to use the school's MIS system/finance system to extract relevant information	✓	
Ability to maintain strict confidentiality in all matters.	✓	
Have the ability to build and maintain effective working relationships with a wide variety of people and organisations.	✓	
Additional		
To work on parents' evening and Governors' meetings with additional pay or time off in lieu as agreed with SBM	✓	
Ability to understand issues affecting pupils with challenging behaviours.		✓
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	✓	
A willingness to undertake training as necessary	✓	
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority	✓	