



FULHAM PREP SCHOOL

JOB DESCRIPTION FOR SCHOOL MANAGER POSITION

Finance and Accountancy

- Advising on general financial policy within the school.
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the head or senior academic staff and finance department.
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the governing body along with the finance department.
- Administering pension schemes for teaching and non-teaching staff. Organising, negotiating, monitoring, liaising with the company. Presentation arrangements including the annual Governance meetings. It is administrated by the finance team.
- Scrutinising and passing for payment all invoices received in the school
Responsibility for the petty cash account and the majority of payments either through the PL or NL.
- Keeping analyses of costs and other statistical records.
- Preparing financial appraisals of particular projects.
- Involvement in the marketing and development of the school - this role is beginning to emerge but must be balanced against other commitments.
- Administering salary sacrifice schemes for employees - Childcare Vouchers and Cycle to Work schemes.

General Management and Administration

- Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability.
- Ensuring compliance with Health and Safety legislation – organising inspections and chairing meetings.
- Acting as the head's adviser on employment matters including disciplinary procedures and ensuring that the school has appropriate disciplinary and grievance procedures.
- Ensuring that all relevant staff have contracts of employment and keeping the school's standard contracts up-to-date as new legislation takes effect.
- Managing the employment, terms and conditions of service, supervision and welfare of all non-teaching staff.

- Formulating, monitoring and implementing the school's policy to comply with the requirements of health and safety legislation. Carry out risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.
- Ensuring that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought.
- Authorising the purchasing, either directly or through a purchasing group, all goods and services for the school.
- Letting of school premises to outside organisations.
- Acting as correspondent with the Department for Education (DfE) and being responsible for the records and returns required.
- Advising on and taking the appropriate physical security measures within the school for protection of both staff and pupils.
- Maintaining contact with the statutory authorities and other organisations.
- Catering which may be contracted out. Monitoring and review of contract including annual budgets.
- Cleaning which may also be contracted out. Monitoring and review of contract including annual budgets.
- Management of sports equipment and facilities.
- Minibuses and transport - compliance with the regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspectorate tests. Overseeing the Transport Manager.

UKVI – Key Administrator for the school's sponsor licences.

Administering school travel plan

School Buildings

- Maintenance of school buildings including the preparation of maintenance schedules and keeping of records.
- Managing the installation and maintenance of equipment for the detection, warning, protection and escape from fire ensuring the necessary fire risk assessments are carried out.
- Maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates, either directly or through a purchasing group. Promotion of energy conservation.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- Managing the maintenance of the lighting and ventilation in all school buildings.
- Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with school architects and builders.

School Grounds

- Upkeep of playing fields, gardens, all weather surfaces.
- Land drainage .
- Maintenance of boundaries, roads and rights of way.

Salary around £45K per annum according to experience.

Fulham Prep has its own personal pension scheme to which it (as employer) will contribute a maximum equal to 5% of the employee's gross salary which has to be matched by at least an equal contribution from the employee

Fulham Prep is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.