



## **Finance and Office Manager**

### **Job overview**

Salary: £30-35k pro-rata - Dependent upon qualifications and experience

Contract: 3 days a week (days to be agreed), Year Round - 8am to 5pm

Annual leave: 25 days annual leave per annum pro-rata

Start date: 1st September 2024

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Wandsworth Preparatory School is part of the Bellevue Group. Over twenty years ago, Bellevue Education was founded with a vision to educate to the highest standards, with an absolute commitment to a 'whole' education that encourages a curiosity and love of learning.

Wandsworth Preparatory School is a school for boys and girls ages 3-11, nestled near the edge of Wandsworth Common and the children benefit greatly from the beautiful natural environment surrounding the school.

Wandsworth Preparatory is looking for a highly proficient Finance and Office Manager to ensure the smooth running of the day-to-day work of the school office and oversee the operation of the financial undertakings such as payroll, magic booking, expenses and invoice payments etc.

You will manage the 'in-house' catering service and oversee the administration of the holiday club including recruitment, payroll and catering. This is a forward-facing position and he/she will be part of the Front of House team. Being warm, welcoming and flexible is an important part of the role.

## **Overview**

- Perform multiple tasks in a timely and effective manner, under minimum supervision.
- Ensure the smooth financial and operational management of our school, in compliance with regulations.
- Undertake general and financial administrative tasks (e.g. managing employment contracts, and ensuring compliance with the law.)
- Proficient in word processing, and experienced in administering IT based tasks are essential.
- Assist with marketing and promotion of the school as and when required

## **Finance**

- To support the Finance Business Partner (from Bellevue Education) in managing the finances of the School, including fee invoices, payroll, monthly accounts and budgets (including forecasting)
- To manage financial administration procedures in line with Financial Regulations and maintain appropriate records to satisfy internal audit
- To manage the internal aspects of school life including transport, facilities, grounds, capital expenditure and the school administration function.
- To liaise with the caretaker on the overall care of the school building and grounds and to monitor the yearly action plan.
- To manage external lets and the use of the school by outside individuals and groups.
- To manage the catering arrangements for School, including working with the school caterers for both day to day planning and events.
- Responsible for the organisation and smooth running of the holiday club provision at the school.
- Close liaison with Marketing/Admissions and SLT

## **Ordering Resources**

- Ensure a robust ordering system is in place for ordering across the school
- Support teaching staff to maintain a well-equipped and organised learning environment

- To be responsible for sourcing high-quality and well-priced resources Recruitment Process
- Responsible for Human Resources for the school, including new staff appointments, DBS checks and the Single Central Register.
- Support the recruitment process- advertises, JDs, references, safeguarding checks (DBS), right to work, keeping records, issuing contracts
- Review employment contracts and terms of services
- Governance and Support
- Liaise with local authorities and Bellevue School Governors
- Minute governance meetings and produce the minutes in a timely manner.
- Minute any other formal meetings as required

### **Compliance**

- To ensure that routine checks and statutory inspections of our building and equipment are carried out and recorded appropriately
- To ensure that the BV compliance checker is kept up-to-date

### **Safeguarding**

- To ensure all visitors receive a warm welcome in accordance with safeguarding procedures and to provide refreshments for visitors as required.
- To be committed to the safeguarding and promotion of the welfare of children and young people
- To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Management of the Single Central Record- ensuring an accurate and up-to-date record. Ensure that all the pre-employment checks conducted on staff, including teachers, support staff, and volunteers, are suitable for working with children.

### **First Aid Lead**

- Oversee the implementation of first aid protocols,
- Organise training for staff and maintain first aid supplies
- Respond to medical emergencies.

- Collaborate with teachers and the SLT to ensure a safe environment and coordinate with healthcare professionals when necessary.
- Coordinate health care plans for pupils with health care needs
- Provide allergens to the catering team- produce allergy health care plan

### **Personal Qualities**

- A positive, warm and welcoming disposition
- A problem-solver and self-motivated
- Able to build genuine relationships with parents, staff and children
- Motivated, with a commercial mindset
- A team player who is flexible, energetic and resilient
- Requirements and skills school background is preferable
- Experienced Accountant / Bookkeeper / Administrator
- Experienced and confident user of accounting and billing systems software and IT generally
- Accounting software, for which training will be given, includes: Accounts IQ, iSAMS, Kefron
- Magicbooking, Edupay, Google Drive / Google sheets, Gmail, etc.
- Knowledge of accounting procedures and best practices
- Familiarity with budget preparation and cash flow management
- Solid time-management skills with an ability to prioritise work
- Excellent analytical skills and experience creating reports and presentations
- Experience of managing the recruitment process

Due to the high volume of applications we are receiving, if you have not heard back from us within 7 days, please assume your application was unfortunately unsuccessful on this occasion.

Please apply via the [application form here](#) and send to [marketing@wandsworthprep.com](mailto:marketing@wandsworthprep.com).

To edit the document please download it onto your computer, complete and send it to us.