



Executive Headteacher: Mrs Jodie Cawte
Head of Invicta Blackheath: Ms Emily Perfect
Heads of Invicta Deptford: Mrs Olyvia Shaw
School Business Manager: Mrs Suzanna Pearce

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Job Description – Office Manager & Finance Officer

Job title: Office Manager & Finance Officer

Reports to: School Business Manager

Responsible for: Administrative Assistant(s)

Contract: Term time plus inset day

Purpose of the role

The Office Manager & Finance Officer is responsible for ensuring the effective running of the school office and supporting the finance function through accurate financial administration. The role ensures efficient administrative systems are maintained and that financial records are processed accurately and in line with financial procedures, audit requirements and data protection legislation.

Key Responsibilities

A. Office Management Responsibilities

- Manage the day-to-day running of the school office to ensure a professional, welcoming environment for visitors, pupils, and staff
- Line manage administrative staff, including daily supervision, allocating and monitoring workloads, and supporting development
- Conduct annual performance reviews/appraisals for administrative staff



- Ensure administrative systems, processes, and policies are followed
- Oversee and quality assure the work of administrative staff in the use of school communication systems to ensure professional service standards
- Support arrangements for meetings, school events, parent evenings, and school trips
- Manage manual and electronic filing systems ensuring compliance with data protection and records retention policies
- Oversee admissions administration and pupil record management
- Order office supplies and monitor stock to ensure value for money
- Maintain service contracts related to office functions
- Support recruitment administration and onboarding processes (safeguarding documentation etc.)
- Maintain confidentiality and ensure GDPR compliance in all office processes

B. Finance Officer Responsibilities

- Maintain accurate financial records using the school's finance system
- Process invoices, purchase orders, and payment runs in line with financial procedures
- Support the School Business Manager in the reconciliation of bank statements and other financial control accounts e.g credit card statements and school MIS payout allocations on spreadsheet and finance system
- Support credit control duties including issuing reminders where required
- Monitor and record petty cash, staff expense claims and card payments
- Complete payroll returns including overtime claims
- Prepare and process direct debit collections where applicable



- Respond to finance queries from staff, parents and suppliers professionally
- Prepare financial documentation to support audit requirements
- Ensure financial records comply with school policy, audit expectations, and financial regulations
- Provide basic financial reports to senior leaders as required (e.g., expenditure reports, outstanding debt reports)
- Support the School Business Manager with additional financial tasks as required.

C. General responsibilities

- Uphold school safeguarding responsibilities
- Maintain strict confidentiality at all times
- Contribute to continuous improvement of admin and finance processes
- Participate in training relevant to systems and financial procedures
- Any other duties consistent with the level, nature and scope of the role



Person Specification (summary)

Qualifications/Knowledge

- GCSE English & Maths (A-C/4-9) or equivalent
- Finance/admin qualification desirable (AAT, NVQ Business Admin etc.)
- Knowledge of financial regulations and data protection

Experience

- Working in a school office environment (or similar)
- Finance administration/bookkeeping experience
- Supervising administrative staff
- Using accounting and MIS systems

Skills

- Excellent attention to detail
- Strong written and verbal communication
- Ability to prioritise and meet deadlines
- Confidence using spreadsheets and finance software
- Professional, calm manner under pressure

