

### **JOB DESCRIPTION –Finance & Admin Assistant**

**Salary Range: Pay Range 2 £21,408 - £21,795 pa (£11,821 - £13,372 pa pro rata)**

**Hours: 22.5-25 hours per week (days worked negotiable), 40 weeks per year**

**Accountable to:** School Business Manager

**Purpose of Job:** Responsible for fulfilling the office/finance duties stated below, alongside supporting the school ethos with parents and visitors to the school by providing a welcoming and professional impression of the school.

#### **Duties and Responsibilities:**

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.

#### **DUTIES**

##### **Reception**

- Responsibility for the school reception in Admin Officer's absence, answering the telephone and taking and distributing messages as appropriate. Also checking office emails during absences.
- Reception duties as required to include receiving visitors, ensuring all visitors have signed in, read the Visitors' Information and are aware of fire procedures.
- Providing hospitality for visitors in the absence of the Admin Officer. Ensure that all visitors are escorted to where they need to go to. Ensure that all visitors to the school are offered refreshments as required.
- Check and receive deliveries and organise distribution as appropriate.

##### **SBM support**

- Routine ordering of supplies and resources to include identifying items, preparing purchase order on FMS and filing in order file.
- Responsibility for maintaining stock cupboard supplies for office and school.
- Responsibility for non-routine ordering and invoicing.
- Organise return of unsuitable items as soon as possible.
- Processing of invoices and collation of all paperwork (order, delivery note, and invoice) for audit trail. Filing of paperwork. Chasing undelivered items.
- Help prepare payment runs, ensuring there are two signatories available for BACs run
- Responsibility for recording income on FMS
- Raising invoices for external parties i.e. The Friends, charging other schools for courses or mentoring etc. and chasing non-payment.
- Taking income to the bank as required
- Responsibility for private fund banking
- Purchasing items for staff welfare fund, e.g. milk, tea, coffee and items for events such as parents evening. Processing sundry payments to staff from School Fund if needed. E.g. Purchase of milk for staffroom.
- Maintain up to date asset register
- Lettings – chase required forms & documentation before hire begins. Chase outstanding invoices, and raise invoices when required.
- Set up Nursery payments each half term

- Set up payments for afterschool clubs via ParentPay, create registers for each club and send to relevant staff.

### **School trips administration**

- Ensure staff complete trip request form and that trips are authorised by HT
- Obtain quotes for coaches and places to visit as required
- Booking coaches and places of visit as required
- Ensure that consent is given by all pupils and chasing up as required – ensuring that consent is received for all pupils at least 48 hours in advance of the trip.
- Setting up payment using ParentPay system. Ensure payment has been made using the ParentPay system and liaising with class teachers to chase up payment as required.
- Organising insurance for any trips and dealing with any claims.
- Drafting and distributing clothing lists and medical forms and follow up any missing forms.
- Making list of residential trip equipment, shopping for supplies if required and supporting with the preparation of equipment.
- Liaise with school secretary and SEN Co-ordinator/Headteacher regarding FSM & PP pupils
- Organising medication for trips as required.

#### **For residential visits**

- Sending out, chasing and collating Health/Medical Information forms for residential trips.
- Collecting medication for trips, ensuring medicines are properly labelled and transported safely. Ensure all medications are returned to parents after the trip.
- Attending trip meetings as required

### **Safeguarding**

- Ensure regular visitors with DBS are in the DBS checked folder, set up with a visitor lanyard & badge, if they will not be part of the Single Central Record.
- Ensure all visitors receive an appropriate badge and lanyard.
- Checking ID/ DBS as required for all visitors to the school and that contractors have signed the appropriate Logs.

### **Other**

- Maintain a record of training
- Administration of First Aid to pupils and staff as required
- Ensure all medication needed is in school, in date and accessible for the pupils. Receiving medicine from parents, ensuring all relevant documentation is completed and filed.
- Printing and displaying photographs of children with a specific medical condition in medical room, staffroom and office.
- Liaising with Headteacher, class teachers and SBM to organise the whole school order
- Printing labels for exercise books
- Helping Admin Officer maintain the school website

Any other administrative tasks that the School Business Manager/Headteacher may require to be carried out provided that they fall within the reasonable remit of the role.

The Post holder will contribute to the school's objectives in service delivery by:

- Work effectively as part of the office team to ensure the smooth running of this department. This will include supporting with different roles within the office at different times of the year.

- Supporting the school towards its journey in school improvement by adhering closely to policies and procedures and being a good role model of the schools vision and values.
- Attending all necessary training to continue to carry out office and finance duties. Ensure that the most efficient, cost-effective and time-effective methods are used to complete any task.
- Be available to cover extra hours at the beginning and end of the school day in the absence of other office staff. Overtime will be paid.
- Positively promoting the school ethos and providing a welcoming atmosphere even in the most challenging of situations.
- Be professional at all times.
- Adhering to the school's safeguarding procedures and attend relevant child protection training when required
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

Note: The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility.

### Person Specification

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• At least Grade C English and Grade B Maths GCSEs or equivalent</li> <li>• Knowledge and experience of financial management procedures and controls</li> <li>• Use of accounting software is SAP, HCSS, FMS</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work/ Pediatric First Aid</li> <li>• Experience in FMS/SIMS</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to confidently use computer systems to develop, record, analyse and report including Office 365</li> <li>• Experience in undertaking sales ledger and purchase ledger transactions</li> <li>• Experience of working in a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>• School-based experience</li> <li>• Experience of working in a Reception or Hospitality environment</li> <li>• GDPR and Data Protection legislation</li> </ul>
<b>Job related aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to identify the most effective means of communication appropriate to the situation and the individual</li> <li>• Ability to work effectively as part of a team</li> <li>• Set high expectations for self and the working environment</li> <li>• Proficient typist</li> </ul>	<ul style="list-style-type: none"> <li>• Creative problem solving skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise and manage own time</li> <li>• Ability to be proactive and respond calmly under pressure</li> <li>• Ability to work with minimum supervision</li> <li>• Willingness to learn new skills</li> <li>• Ability to relate to children, adults and parents</li> <li>• Sense of humour</li> <li>• An understanding of the need for confidentiality</li> <li>• Ability to respond to people as individuals and provide a very warm and welcome approach to visitors and callers to the school</li> <li>• To share in and contribute to the overall aims and ethos of the school</li> <li>• Sympathy with the aims and ethos of a Church of England School</li> </ul>	<ul style="list-style-type: none"> <li>• School-based experience of working as part of a team</li> </ul>