

**CALDECOTT PRIMARY SCHOOL
JOB DESCRIPTION**

Happy Learners, Aiming High

***Caldecott Primary School is committed to safeguarding
and promoting the welfare of children.***

Effective from January 2020

Job Title: Finance Assistant
Salary Scale: Grade 6, Scale Points 8 – 13 pro rata
Responsible to: Office Manager
Contract: 20 hours per week, within school day, term time only, days/hours to be discussed at interview.

Purpose

To work as a member of the Office Team under the instruction/guidance of senior staff: providing financial and administrative support to the school to a high level of efficiency and accuracy.

Duties:

- To operate electronic software packages e.g. Tucasi Income Management System.
- Assist in the administration of staff recruitment.
- Assist in the administration of school and residential trips.
- Assist in the administration of school clubs.
- Assist in the administration of keeping accurate records for training eg first aid.
- Assist in the administration of the school wrap around care.
- Assist in the administration of school swimming sessions.
- Assist in the administration of the school minibus.
- Manage school email accounts ensuring timely responses.
- Provide general clerical/administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence.
- Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors.
- To assist the Office Manager and Senior Admin Officer with such tasks as are appropriate and necessary to ensure the efficient operation of the Office Team.
- To undertake any other financial and general administrative duties consistent with the post.
- Operate standard Office IT packages e.g. word and excel.
- Any other tasks, duties or services, which may be reasonably requested.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

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- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required taking time off in lieu for meetings out of school hours
- Participate in training and other learning activities and performance development as required

Experience

- Relevant experience of working in a busy, complex office environment.
- Previous use of ICT software packages.

Qualifications

- Good numeracy/literacy skills

Knowledge & Skills

- Effective use of ICT to support financial and administrative tasks.
- Use of other equipment technology – photocopier.
- Good keyboard skills.
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Health and Safety Requirements (applies to all employees):

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
- Co-operate with health and safety requirements
- Report all defects on the maintenance forms and return them to the office
- Complete the action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform employer of any "Near-Misses"
- Be familiar with the emergency action plans for fire, first aid, bomb security and off site issue
- Raise health and safety issues with pupils

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Safeguarding (applies to all employees):

- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with each school's child protection and behaviour management policy.
- The postholder will be subject to a Disclosure and Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There will be some requirement for duties to be undertaken outside of the normal working day.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually.

Signed:

Agreed:

Date: