

Admin / Finance Assistant Job Description / Selection Criteria

Job Title	Admin/Finance Assistant	Department	Site
Reporting to	Business Manager	Grade 7	Grade 7 Actual £26,576
Hours	37 per week	Weeks per year	Term time + 3 weeks
Hours of Work	8:00am – 4:30pm Monday – Thursday 8.00am – 4.00pm Friday	Annual Leave (excluding the 8 bank holidays)	Not applicable as term time only.

Tasks

Organisation

- Undertake reception duties ie answering telephone calls, face to face enquiries, receiving deliveries and signing in visitors.
- Unpack and check deliveries of resources.
- Liaising with parents / staff in relation to sick pupils and assisting with welfare duties.
- Attend to manual finance filing and maintain good filing systems both manually and electronically

Administration

- Provide routine clerical support eg photocopying, filing, emailing, complete routine forms.
- Maintain manual and computerised records/ management information systems.
- Undertake typing, word processing and IT based tasks.
- Distribute mail.
- Undertake routine administration.
- Updating the attendance module, electronic dinner orders and producing reports as required
- First day response for attendance.
- Assist in updates to pupil records and contact details
- Maintain and update information on notice boards in reception and general office ensuring that all information displayed is up to date.
- Produce reports and correspondence as requested by the headteacher or other staff as required to a high standard of presentation
- Assist with the admin of Health & Safety
- Manage the co-ordination and booking of school photographs

Resources and Finance

- Manage First Aid in school, including booking training, ordering resources, checking first aid boxes and supplies
- Liaise with the school Nursing team to ensure pupil care plans are in place
- Operate office equipment eg photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration.
- Provide efficient finance assistance to the School Business Manager
- Process orders and invoices
- Manage the admin / finance of the school Breakfast Club Booking records

Responsibilities

- Be aware of and comply with policies 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 equality for all.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Any other duties which reasonably fall within the purview of the post holder, which may be allocated by the Headteacher or the School business manager after consultation with the post holder.

Selection Criteria

Experience	<ul style="list-style-type: none">• General administrative, financial and clerical work.• Customer service experience or experience of dealing with a variety of different people.• Finance and school experience preferred.
Qualifications/ Training	<ul style="list-style-type: none">• GCSEs in Maths and English at Grade 4 and above (GCSE C or above).• The ability to monitor a budget against actual spending (First Aid).• Skill in processing invoices, and keeping detailed, accurate files.
Knowledge/Skills	<ul style="list-style-type: none">• Good understanding and ability to use relevant technology.• Keyboard / Computer skills.• Good communication skills.• Participate in training and development opportunities.• Ability to relate well to both children and adults. Working constructively with other school staff, including teachers and leadership teams.• The ability to work as part of a team in a busy School Office, understanding roles and responsibilities and your own position with in these.• Excellent timekeeping and attendance.• Multitasking, school offices are busy, you must be able to manage phone calls, visitors, and admin tasks alongside financial duties.• High accuracy is necessary when handling money, ensuring that numbers and financial statements are error-free.• Acting as a welcoming first point of contact for the school.• The maturity to handle sensitive school and personal data privately and legally, not discussing with anyone who does not need to know.

Signed _____

Date _____