

## Job Description Administrator with Finance responsibilities

Under the guidance of senior staff be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services. – **GRADE 6**

### **TASKS**

#### **Organisation**

- Undertake reception duties sometimes dealing with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Assist in arrangements for school trips, events etc.as required
- Supervise, train and develop staff as appropriate
- Assist with pupil first aid/welfare duties

#### **Administration**

- Manage manual and computerised record/information systems (Integris, IBC, Parent Pay, Parent Mail & BPS)
- Provide clerical/admin support to School and Governing Body, undertaking administration of complex procedures
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, admin and organisational support and guidance to other staff, pupils and others as required
- Assist with completion and submission of forms and returns, including those to outside agencies e.g. DfES / census
- Assist with the administration of payroll systems

#### **Resources**

- Operate relevant equipment and ICT packages (Microsoft & Google – effective use of word & excel required)
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage 'shops' within the school (ie uniform and tuck shop)
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school– website, FOS and wider community
- Assist with management of facilities including lettings
- Undertake general and sometimes complex financial administration procedures eg ordering and invoicing
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

### **RESPONSIBILITIES**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain strict confidentiality and high professional conduct at all times
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Any other duties as required by Head Teacher or Line Manager

#### **Commitment to safeguarding**

Stockham Primary School is committed to safeguarding and safer recruitment practice Enhanced DBS clearance will be applied for and required for this position as well as Right to Work in UK evidence and a Fit to Work certificate. The school follow the safer recruitment guidance and references will be requested prior to interview. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

#### **Commitment to Equal Opportunities**

Stockham Primary School recognises the benefit of having a diverse workforce. Stockham Primary School values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 Stockham Primary School welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation. This role is UK- based and your right to work will need to be established as part of the appointment process.