 

**Job Description: Finance and Admin Assistant**

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| **Reference** | | SCH981 Grade E |
| **Job Title** | | Finance and Admin Assistant |
| **Responsible to:** | | School Business Manager |
| **Main Job Purpose:** | | As a member of the school’s Finance and Admin Team, to undertake all day to day finance and admin tasks, and support all other school office functions as required. |
| **Main Duties** | | |
| 1 | Under the direction of the School Business Manager, monitor the main school account; enter and check income from the DfE, LA and all other sources of grants and donations. Input VAT refunds and create and action journals for direct debits e.g. rates, and “Right Choice” services purchased from the LA. Maintain bank mandates and BACs etc. | |
| 2 | Under the direction of the School Business Manager, process invoices, obtain authorisation and administer the generation of payments. | |
| 3 | Interface with schools HR and payroll and submit claims (supply teachers, support staff overtime, expenses). Deal with staff queries relating to pay, contracts etc. Ensure requests for staff contracts are correct and relayed to LA. Advertise vacant positions and administer selection procedures including DBS checks. | |
| 4 | Maintain staff database including absence and training records. Send reports by secure electronic methods (eg: Perspective Lite, Secure Access). Undertake staff-related aspects of Sims.net processes. Manage staff email accounts and organise work experience. | |
| 5 | Account for income received for dinners, uniform, outings, music lessons, photographs, donations etc. Count, record and bank income, and reconcile to bank. Submit invoices for dinner money, residential trips, music lessons etc. and lettings. | |
| 6 | Undertake all administrative tasks for The Hive Nursery’s parents and pupils, including starter and leaver procedures, data management and statutory returns. | |
| 7 | Review school’s website to ensure information is timely and accurate. Update and remove information as required. | |
| 8 | Undertake general administration tasks e.g. book transport, training courses, supply teachers etc, arrange venues; administer clubs. Support the Educational Visits Co-ordinator and teachers by assisting with trip risk assessments using EVOLVE. | |
| 9 | In conjunction with the School Business Manager, administer school property; oversee the servicing, maintenance and repair of buildings, plant, equipment and fixture and fittings. Organise lettings of premises. Control and process order requests, ensuring purchase orders are authorised by budget holders, ensuring “value for money”. | |
| 10 | Act as receptionist dealing with telephone and personal callers including pupils, parent enquiries, deliveries and collections. Administer pupil medication when required. Deputise for related aspects of colleagues’ roles in their absence. | |
| 11 | Generate correspondence for the Headteacher or School Business Manager as required. Ensure GDPR compliance in all aspects of role. | |
| **Supervision and Management** | | |
| The job holder has no regular responsibility for supervising staff but may be required to assist in work familiarisation for new recruits. | | |
| **Creativity and Innovation (ie: Problem solving)** | | |
| The job holder works within a general framework of recognised procedures but develops systems to improve processes and regularly drafts communications. | | |
| **Key Contacts and Relationships** | | |
| The jobholder works closely with the Head Teacher and School Business Manager for day to day work and with all other school staff for information exchange.  Liaises with Wiltshire Council, the LA and DfE for information exchange.  May be the first point of contact for enquiries from parents or carers  Outside companies in dealing with goods and services. | | |
| **Decision Making** | | |
| The jobholder operates to clearly defined rules and procedures but within these there are limited choices to be made, e.g. who to refer a query to when working on reception duties. | | |
| **Resources** | | |
| The job holder is responsible for handling incoming cash. | | |
| **Working environment** | | |
| The job is normally subject to interruptions e.g. from visitors or telephone callers, pupils and staff, and occasionally this leads to the jobholder switching to a different programme  of tasks. There is occasional background noise from pupils. The jobholder has contact with the general public and this may be on contentious matters. | | |
| **Knowledge and Skills** | | |
| The jobholder needs the ability to undertake a variety of administrative tasks in a school setting. This requires a good standard of practical administrative skills, including handling of callers, maintenance of records and ICT skills. | | |

**Name of post holder:**

**Signed:**

**Date**