

Finance and Administration Officer Job Description

The Finance & Administration Officer plays a key role in supporting the effective day-to-day administration and financial processes of the school.

Working closely with the Head of School and the Moorland Federation Shared Services Team, the postholder will support financial administration, personnel administration, premises coordination and general office management to ensure the smooth running of the school.

The role sits at the centre of school life and requires strong organisational skills, excellent communication and the ability to manage a wide range of responsibilities with accuracy and professionalism.

Purpose of the Role

To provide effective financial and administrative support that enables the school to operate efficiently and compliantly.

To ensure school systems, communication and records are maintained accurately and professionally while supporting staff, pupils, families and the wider school community.

Key Responsibilities

Finance Administration

- Process orders for supplies and equipment in line with school financial procedures.
- Check goods received and ensure invoices are processed correctly.
- Process and record income including trips, meals, clubs and other school payments.
- Monitor and reconcile school bank accounts.
- Support the administration of the school's financial systems.
- Assist in identifying and applying for appropriate funding opportunities where applicable.
- Administer online payment systems used by the school.

Personnel Administration

- Prepare monthly payroll information including supply claims and additional hours.
- Prepare monthly sickness absence reports.
- Maintain accurate staff records within school systems.
- Support recruitment administration including DBS checks and pre-employment checks.
- Assist in maintaining the school's Single Central Record in line with safeguarding requirements.

Premises and Compliance

- Support liaison with contractors and local authority personnel regarding premises maintenance and works.
- Assist in maintaining premises compliance systems and health and safety records.
- Support the monitoring of risk assessments and compliance requirements.

School Administration

- Provide professional front-of-house reception support for parents, visitors and pupils.
- Manage telephone, email and general enquiries.
- Support communication with parents through school communication systems.
- Assist with organising school trips, activities and lunch orders.
- Produce letters, reports and documents using Microsoft Office.
- Maintain accurate pupil records including admissions, attendance and transfers.
- Maintain inventories of school equipment and resources.
- Support organisation of meetings including preparation of papers and hospitality arrangements.
- Contribute to the preparation of newsletters and communications.
- Assist with administration of extended school provision where required.

Communication and Relationships

- Build positive and professional relationships with pupils, families, staff and visitors.
- Work collaboratively with school staff and the Federation Shared Services Team.
- Communicate clearly and professionally both verbally and in writing.

Professional Conduct and Safeguarding

- Follow all school safeguarding, data protection and confidentiality procedures.
- Support the safeguarding ethos of the school and maintain accurate records where required.
- Uphold the values and ethos of the school and Moorland Federation.

The post holder may be required to undertake other reasonable duties appropriate to the role as directed by the Head of School, Executive Headteacher or Chief Operations Officer.