



Stapleford Abbotts Primary Academy

Stapleford Road, Stapleford Abbotts RM4 1EJ

Headteacher: Ms Speller

Telephone: 01708 688207 Email: office@sapa-tkat.org



Job Description -

Finance, HR and Administrative Support Assistant

Name:

Responsible to: The Headteacher, Business Manager

**32.5 Hr/Wk, 44.9 Wk/Yr (Term time + 2 week) (8:30 am - 3:30 pm) with a unpaid 30 minute break
NJC/LGPS Scale 4/5, Range Point 7 to 11**

Responsible for

- Strategic planning and operational management of your responsibilities
- To provide financial and administrative support to facilitate the smooth running of the school

Purpose:

- To enforce the school's vision for learning through high expectations of behavior and safety, including standards for discipline, attendance and punctuality
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

Key Responsibilities:

Financial

- To be responsible for placing orders with suppliers
- To scan and upload invoices onto share point
- To ensure all processes adhere to our financial regulations
- To maintain accurate petty cash accounts
- To assist in the production of monthly financial reports
- To assist with the sale of school items, as required

Reception:

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To manage controlled entrance and exit of the school site by use of security gates



- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitors' book.
- To accept and sign for deliveries as appropriate.

Clerical:

- To keep up to date the School Management Information System when required.
- To input and ensure the accuracy of data onto the computer
- To be First Aid trained; to provide medical assistance to pupils when necessary.
- To effectively use Microsoft Office to a high standard
- To undertake general administrative duties, as required including reprographics
- To undertake such other duties as reasonably required by the Headteacher
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively.
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

Staff Development and Wellbeing

- To take part in the school's CPD programme when required.
- To engage actively in the Performance Management Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Care Guidance and Support

- To promote the general progress and well-being of individual students and staff.
- To liaise with Pastoral Worker to ensure implementation of the Pastoral System.
- To alert the appropriate staff to problems experienced by students.
- To apply the Behavior policy so that effective learning can take place.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to this roll.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.

- Have due regard for student safety and report any concerns to the appropriate school body.

Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description.

Standards

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken 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.

Signed:

Post Holder

Line Manager

Headteacher

Last update May 2021