

Finance, HR & Admin Assistant

Roles and Responsibilities

Elm Hall Primary School



Job Title	Finance and HR Assistant
Grade	2020 Scale 3 Point 4-5
Reports to	Headteacher/Head of school, Chief Financial Officer, Chief Operations Officer, Finance and Operations Officer, Trust Business Manager.
Liaison with	All Stakeholders
Job Purpose	To provide an effective and efficient HR and finance support to the academy
Duties	<p>Finance:</p> <ul style="list-style-type: none"> • To assist with financial administration such as placing orders, collecting, recording and issuing receipts for other monies as required. • Be responsible for checking full receipt of orders, annotating the records appropriately. Checking statements, as and when received, to ensure timely payment of invoices. • Distribute invoices for payment. • To prepare monies and make appropriate arrangements for banking. • Maintain manual and computerised financial records. • To carry out all financial administration in accordance with appropriate school financial regulations and policies. • Support the CFO in maintaining an up to date filing system for archive financial records. • Help to ensure the school is following 'Best Value' procedures. • Work with the Site Manager and Headteacher to ensure that the school's premises compliance tracker is maintained and reviewed. • Ensure the appropriate placing and monitoring of all service contracts. • To maintain the school's asset register. • To liaise between staff and the school's ICT support service. <p>HR:</p> <ul style="list-style-type: none"> • Undertake the administration for the recruitment and appointment for all teaching and support staff including preparing job descriptions and advertisements, managing applications and interview arrangements, completing all necessary pre-employment checks (including DBS checks, references, medical screening etc) and ensure the necessary monitoring data is prepared and submitted. • To produce and issue contracts of employment. • To oversee the induction of new support staff and ensure the support staff probationary procedures are adhered to i.e. 6, 12 & 18 week reviews and 6 month confirmation of employment. • To maintain the school's single central record for staff, trustees, governors, visitors and volunteers, completing the necessary documentation, issuing guidance and undertaking risk assessments and DBS checks as required. • To manage an efficient system ensuring contract review dates are met e.g. salary increments, temporary responsibilities, and fixed term contracts. • To be responsible for preparing all forms for submission to payroll in relation to staff personal data and salary information, including monthly submissions to notify changes, additional hours and overtime, staff absence etc. Calculating final pay adjustments and administering maternity/paternity leave arrangements. • To assist in the reconciliation of payroll. • To manage an effective system recording staff absence, ensuring medical certificates are received and relevant forms are completed and conducting 'back to work' interviews as required.

- To be the first point of contact for issues relating to staff well-being and responsible for managing referrals to the occupational health services as required.
- To act as first point of contact for queries on personnel and salary data and to prepare employer references as required e.g. credit referencing.
- To assist Head of School with employee references.
- To liaise with Teachers' Pensions and the Essex Pension Fund to ensure required data is reported accurately, any queries are resolved in a timely manner and that re-enrolment duties are fulfilled.
- To ensure that opportunities for continuing, appropriate professional development are investigated and implemented within performance management arrangements and that all training undertaken by staff is recorded appropriately.
- In conjunction with the COO, monitor mandatory training requirements and follow up with staff to ensure compliance, supporting staff as necessary.
- To maintain manual and computerised personnel data, ensuring staff personal record files are properly maintained and secured and that data is handled in accordance with statutory provisions and school policies
- To assist in staff disciplinary matters, preparing documentation, minuting meetings, liaising with external HR services as required.
- To produce customised reports relating to HR as required e.g. staff absence data etc.
- To maintain the schools' register of business interests.
- To assist with preparing all data for submission of schools workforce census, ensuring it meets current requirements, is up to date and accurate, investigating and rectifying any highlighted errors or warnings.
- To liaise with external agencies where appropriate.
- To assist with HR projects as required.
- To undertake any training commensurate to the post.
- To undertake any other administrative duties commensurate with the post, as required.

Admin Support:

- To be a point of contact for both telephone, email and face to face enquiries and take messages and respond where appropriate.
- To ensure school safeguarding and 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.
- To provide hospitality for visitors to the school.
- Calls to parents/carers at the request of teachers.
- Trouble shooting problems/issues for parents.
- To monitor the CCTV entry system.
- To check single central record on entry to the school.
- To assist with admissions and attendance reporting.
- To be responsible for the sending of outgoing post.
- To provide general clerical support and typing / word processing as required.
- To assist with the monitoring and maintenance of stock and the order supplies as necessary.
- To ensure that SIMs pupil records are kept up today, new pupils added to system and leavers removed.
- To manage the admission process in liaison with Heateacher, ensuring all new pupils are admitted correctly according to the admission criteria.
- Manage the pupil daily registration process. Check online registers and follow up absences.
- To complete pupil Census and staff workforce Census

General	<ul style="list-style-type: none"> To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment The duties above are neither exclusive nor exhaustive and the post holder may be required by the CFO to carry out appropriate duties within the context of the job, skills and grade
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FINANCE, HR ADMIN ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in general administration HR and finance Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of Trust financial policies and procedures
	Literacy	NVQ Level 2 in English or equivalent
	Numeracy	NVQ Level 2 in Maths or equivalent
	Technology	Ability to use word processor and wide range of financial payroll and administrative IT packages
Communication	Written	Ability to complete returns and financial information appropriate to the role
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the Trust's behaviour management policy, as required
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the Trust
	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

