

Job Description

Job Title	Admin (Personnel and Finance) - Primary
Grade	2020 Scale 4
Reports to	Head teacher and Trust Business Manager
Liaison with	School and Trust Staff and Visitors
Job Purpose	Manage Personnel and Finance related administration
Duties Welfare	<ul style="list-style-type: none"> To administer first aid to pupils as required, in keeping with the School's policy To liaise with parents regarding pupils sickness/injury To assist with the general welfare of pupils
Reception	<ul style="list-style-type: none"> To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate To ensure school security arrangements are always complied with, including the issue of visitors badges and signing of the visitors book To accept and sign for deliveries as appropriate
Clerical	<ul style="list-style-type: none"> To undertake filing, photocopying and reprographic work as required To provide general clerical support as required To assist with the administration of school visits in liaison with the teaching staff To undertake routine data input and typing
Finance	<ul style="list-style-type: none"> Preparation of monthly payroll To collect, record and issue receipts for dinner and other monies as required To prepare monies for banking To assist with financial administration such as placing orders, invoicing, preparation of BACS payments and postings to the financial system To carry out all financial administration in accordance with appropriate Trust financial regulations and policies
Personnel	<ul style="list-style-type: none"> Maintain manual and computerised personnel records Be responsible for all administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts and to be responsible for maintaining the Single Central Record (SCR). This will include ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance. Be responsible for all administration arising from staff absence Be responsible for recording, monitoring and claiming overtime and other subsistence claims Maintain records of supply teacher employment and arrange monthly pay claims

<p>Data Control</p> <p>Administrative</p>	<ul style="list-style-type: none"> • Advise school staff on pay and other personnel related matters • Advise Headteacher on pay and contractual matters • Implement and monitor staff and other data subjects when processing data • Provide advice on the aspects of data protection • Determine the purpose for which and the manner in which personal data is, or is to be, processed • To draft correspondence, policies and other documentation to the Headteacher's specification • Complete such returns as may be required by the ESFA, Diocese etc
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body 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 Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
PERSONNEL & FINANCE ADMINISTRATION – PRIMARY

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of personnel administrative work in a busy school environment Experience of finance administration Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write letters and produce reports
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team

	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
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 procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance