

## St Thomas of Canterbury Church of England Junior School



### Job Description – Mr/Mrs/Miss A. N. Other

<b>Job Title</b>	Finance & Administrative Assistant
<b>Grade</b>	2020 Scale 5 Point 8 - 11
<b>Hours</b>	39 weeks + 1 (40 weeks) per year 36 hours per week (8:15a.m. – 4:30p.m.) Mon – Thurs; (8:15a.m. – 4:00p.m.) Fri
<b>Reports to</b>	School Business Manager & Headteacher
<b>Liaison with</b>	Governing Body, Teaching Staff, Support Staff, Pupils & Parents
<b>Job Purpose</b>	To provide an effective and efficient clerical, finance and administrative support to the school.
<b>Duties</b>	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"><li>• To assist with financial administration such as placing orders, preparing cheques and online BACS payments, collecting, recording and issuing receipts for other monies as required.</li><li>• To carry out regular reconciliation procedures against the school ParentPay system and Charge Card.</li><li>• Be responsible for checking full receipt of orders, annotating the records appropriately. Checking statements, as and when received, to ensure timely payment of invoices.</li><li>• Maintain manual and computerised financial records.</li><li>• To carry out all financial administration in accordance with appropriate Local Authority and school financial regulations and policies.</li><li>• Support the School Business Manager (SBM) in maintaining an up to date filing system for archived financial records.</li><li>• Help to ensure the school is following 'Best Value' procedures.</li><li>• Assist with financial year end procedures and preparations for the new financial year.</li><li>• Assist with payroll activities and liaison with the school's payroll providers (SGW), in conjunction with the School Business Manager.</li></ul> <p><b><u>Personnel</u></b></p> <ul style="list-style-type: none"><li>• Be responsible for maintaining the school Single Central Record (SCR), including undertaking pre-employment DBS and ID checks using Talent Clouds.</li><li>• Maintain manual and computerised personnel records for staff and pupils using RM Integris.</li><li>• Be responsible for completing and returning termly census returns including the workforce census.</li><li>• Assist with the administration of SchoolCloud and ensure that classes/groups are set up accordingly.</li><li>• Assist with the administration of Parent Hub</li><li>• Liaise with the Infant School/Local Authority with regards to Year 3 normal admissions applications (September).</li></ul>

- Maintain and co-ordinate mid-year admissions including keeping an accurate waiting list ranked against the determined admissions criteria.
- To be responsible for the sending and receiving of CTF files.
- To be the key point of contact for prospective parents/carers and co-ordinate pre-admission visits to the school.
- Assist with accurate recording of staff absence including staff absence insurance (Schools UK).
- Assist with recruitment activities, including advertising, pre-employment checks (including references) and issuing of contracts (including contract amendments) in a timely manner.
- Assist with issuing of benefit related free school meal vouchers via Wonde.
- Maintain a regular check of school emails during both term and non-term time, to include forwarding to relevant staff and setting up of out of office messages.

#### **Reception**

- To support the School Business Manager and Administrative Assistant as a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To assist with positive and professional communication with parents, staff and pupils.
- To ensure school security arrangements are always complied with, including the issue of visitors' badges and signing of the visitors' book if Administrative Assistant is absent.
- To accept and sign for deliveries as appropriate.
- To monitor the security gates and answer the call button for vehicle users and pedestrians.
- To assist with the organisation and allocation of car park spaces.

#### **Welfare**

- To take responsible steps to support children when Administrative Assistant is absent/busy.
- To administer first aid to pupils as required, in keeping with the school's policy.
- To undertake paediatric first aid training every 3 years.

#### **Clerical/Administrative**

- To assist with the responsibility for the sending of outgoing post, including the purchase of stamps.
- To provide general clerical support and word processing as required.
- To assist with the administration of school visits, e.g. costings.

<b>General</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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## **PERSON SPECIFICATION – FINANCE & ADMINISTRATIVE ASSISTANT**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience in general administration and finance Educated to NVQ Level 2/3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of school 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 and administrative IT packages. Intermediate level skills in Microsoft Word and Excel to enable the preparation of reports, mail mergers, spreadsheets and databases
<b>Communication</b>	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
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy , as required
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the school
	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
<b>Responsibilities</b>	Organisational skills	Good organisational skills and attention to detail 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
<b>General</b>	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