**CHESTERTON PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| --- | --- |
| POST | Administration and Finance Assistant |
| GRADE | Scale 4, Spine Point 7 - 10 |
| EMPLOYMENT STATUS | Term Time Only plus 3 weeks |
| RESPONSIBLE TO | School Office Manager |

# **Purpose of the Job**

To be the initial main contact person for all visitors to Chesterton Primary School. To provide general administrative and financial duties in support of an efficient and effective service for the day to day organisation of the School.

**Tasks**

1. ORGANISATION

* Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors for the School
* Maintain the reception area with regard to appearance, displays and information.
* Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Ensure all visitors are welcomed in a polite, friendly and efficient manner
* Keep electronic diary for all visitors, community groups and events in relation to the School

1. ADMINISTRATION

* Provide general clerical and administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence
* Maintain manual and computerised records and management information systems
* Enter data and produce lists, information as required e.g. pupil data, absences
* Undertake typing and word-processing and other IT based tasks
* Receive and forward emails, sort and distribute mail
* Undertake administrative duties and procedures under the direction of the School Office Manager
* Prepare specialist documents using IT packages, including certificates
* Maintain and collate pupil reports
* Liaise with Cool Milk ensuring all students eligible for, or have paid for milk receive it and maintain the school records accordingly
* To organise and prioritise workload on a daily basis to ensure deadlines are met, using own initiative and working knowledge
* Communicate effectively in writing, on the telephone and face to face with relevant outside agencies.
* Build and maintain effective working relationships with a wide variety of people.

1. RESOURCES

* Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, email, internet)
* Maintain stock and supplies, cataloguing and distributing as required
* Provide general advice and guidance to staff, pupils and others
* Undertake general financial administration e.g. keeping accounts for Breakfast and After School Care Clubs, class photographs etc.
* Managing the school’s payments system ensuring debt is kept to a minimum.
* To coordinate any external funding e.g. childcare vouchers for families.

1. FINANCE RESPONSIBILITIES

* Data processing of orders and invoices checking for accuracy and in line with financial procedures
* To ensure orders/invoices are approved within the trusts scheme of delegation, finance regulations and relevant budget holders ensuring they have all relevant supporting documentation.
* Investigate and resolve supplier order & invoices under query, arranging returns and ensuring refunds or credit notes are received
* Reconcile monthly supplier statements
* Process and reconcile all income
* Daily monitoring of cashless solutions
* Maintain filing system of financial records
* Maintain high standards when managing confidential information, complying with the data protection policies and legal requirements.
* Carry out general financial and admin tasks as directed.
* To ensure all monthly transactions expenditure/income is posted in line with WLT nominal guide.
* To ensure all the Academies expenses are processed in line with finance regulations (e.g. credit card, staff expenses).

1. GENERAL RESPONSIBILITIES

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headteacher or School Office Manager

**Safeguarding**

* To be committed to safeguarding and promoting the welfare of children. To follow all procedures and policies relating to safeguarding of children.

**Equal Opportunities**

* The post holder will be expected to carry out all duties in the context of and in compliance with the Trusts’s Equal Opportunities Policies.
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Date of issue: Nov 2022

Signature of Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Headteacher: D Smith

**Person Specification**

**Job Title: Administration and Finance Assistant**

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| --- | --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Identified by** | |
| **Qualifications** |  |  |  | |
| * NVQ 2 or equivalent | **✓** |  | **A** | |
| **Experience** |  |  |  | |
| * Experience of using Microsoft Office Suite, particularly Excel * Experience of using Email/Internet * Experience of using SIMS database * Experience of using, maintaining and developing administrative systems * Experience of using and maintaining finance systems * Experience of using PS Financials * Experience working in a school setting * Experience of using School gateway system * Experience of working with the general public | **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓** | | **A/T**  **A/T**  **A/T**  **A/I**  **A**  **A**  **A**  **A**  **A** |
| **Skills** |  |  |  | |
| Personal |  |  |  | |
| * Must be well organised * Ability to work under pressure and ensure deadlines are met * Ability to work as part of a team * Ability to organise and prioritise workload and work on own initiative * Ability to demonstrate competent standards of literacy and numeracy * Ability to maintain high standards of accuracy and have a calm methodical approach to work | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  | **A/I/T**  **A/I**  **A/I**  **A/I/T**  **A/T**  **A/T** | |
| Administrative |  |  |  | |
| * Ability to find solutions to administrative and financial problems * Ability to produce clear administrative reports * Ability to produce & analyse basic financial reports * Ability to maintain records relating to attendance and punctuality * Ability to communicate effectively with external suppliers * Ability to communicate effectively with other school and trust staff * Ability to maintain accurate records and filing systems | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** | **A/I**  **A/I/T**  **A/I**  **A/I**  **A/I/T**  **A/I**  **A/I** | |
| Relations |  |  |  | |
| * Have excellent interpersonal skills, able to interact with staff at all levels. * Ability to show sensitivity and objectivity in dealing with confidential issues. * Ability to develop good relations with staff and pupils and the wider school community | **✓**  **✓**  **✓** |  | **A/I**  **A/I**  **A/I** | |
| IT Skills |  |  |  | |
| * Fast and accurate keyboard skills * Word processing and typing skills * Good understanding of databases – including ability to use database to produce reports and statistics * Ability to use Word and Excel to develop tables and spreadsheets | **✓**  **✓**  **✓**  **✓** |  | **A/T**  **A/T**  **A/T**  **A/T** | |

A = Application, I = Interview, T = Task