

Job Description

Post:	Senior Administration Officer - Finance (Promotion to SBM available based on performance)
Scale and Hours:	Option 1: 36 hours per week, term time plus 3 weeks only SO1 Pro Rata £30,561-£31,671 Option 2: 36 hours per week , 52 weeks with annual leave allowance SO1 £32,301-£33,474 (options dependent on candidate)
Responsible to:	Executive Headteacher
School/ Location	Fox Federation – Ashburnham Community School

Main Purpose

- To support the finance administrative systems and processes of the federation, devising new systems or revising systems as required
- To provide an efficient and confidential administrative service to the Senior Leadership Team
- To participate as a responsible and effective member of support staff
- Contribute to the overall ethos/work/aims of the Federation and meeting the needs of the children
- Be aware of and support difference and ensure equal opportunities for all.

Main Responsibilities

Finance Administration

- Maintain manual and computerised financial records in relation to suppliers, purchase orders, invoices using FMS
- Maintain the daily operation of on-line financial systems ensuring that all records are accurately processed and reconciled on the school's financial systems.
- Manage and review supplier and customer accounts regularly, ensuring all purchase orders and invoices are actioned
- Preparation of monthly VAT returns and bank reconciliations

- Maintain the register of contracts, leases and subscriptions.
- Preparation and reconciliation of monthly salaries
- Preparation of bank reconciliations and monthly account returns for the Local Authority (RBKC Education Finance Team)
- Preparation of financial reports for Federation SBM, Governing Body Resources Committee
- Follow established school financial procedures to ensure excellent standards of financial management and sound procurement practices

Customer Focus

- Ensure that the school's customer care standards are met and adhered to
- Providing support to the front office team when required, acting as one of the first points of reference, receive callers, children, parents, visitors and telephone enquiries. Offer helpful, friendly, approachable service and take appropriate action on own initiative, resolve minor matters, refer more serious matters to appropriate members of staff
- Effectively use school communication systems to ensure staff, parents/carers, suppliers and customers receive messages, mail and information. Produce and distribute information regarding the school as appropriate
- As part of a team, design, produce, upgrade, edit and distribute communications

General Administration

- Contribute to the organisation of all aspects of school administration and for the smooth running of the office
- Provide data and information to the Senior Leadership Team and Governing Body when required
- Interpret matters of policy/procedure/statute and ensure schools compliance, initiating appropriate action and developing policies where necessary
- Provide general confidential secretarial service to Head of School and Deputy Head of School to include photocopy, emailing, completing routine forms, taking notes of meetings, typing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems and provide hospitality as required

Admissions and Data Management

- Ensure compliance with the Data Protection Act Admissions/Transfer
- Follow admissions and transfer procedures and policies and ensure public enquiries are dealt with accurately and appropriately
- Liaise with the Bi-Borough admissions team regarding vacancies and offering of places to pupils on the waiting lists
- Collate and forward all relevant records. Terminate all documentation and procedures to remove pupils from school active record
- Manage pupil data ensuring it is up to date and accurate e.g. FSM figures, attendance, ethnicity codes, SEN status, pupil results, UPNs
- Responsible for all pupils statutory data returns such as PLASC, roll figures, attendance, absence returns and ensure statutory forms are completed and returned by deadlines

Information Technology

- Through liaising with the ICT Specialist, responsible for the organisation and co-ordination of effective and accurate IT for administrative purposes
- As Systems Manager responsible for management of Administration IT Network and
- Advise staff of database and reporting facilities
- Create, maintain, interrogate databases to support the school's information requirements
- Research, prepare and complete wide range of statistical information and returns as required by DfE, LA, Head of School and Governing Body

Safeguarding

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure reporting systems are in place to record incidents, issues and concerns
- Follow safer recruitment practices and administer DBS checks
- Maintain a single central register, ensuring it is up to date and accurate
- Work collaboratively with the School Leadership Team and the Site staff to ensure the school's Health and Safety policies and procedures are followed

Human Resources

- Assist in the management and administration of the recruitment and appointment of staff, and managing staff records and contracts

- Work with the local authority on staff contracts and implementing salary changes

Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager
- Keep an up to date professional portfolio (CPD file)
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings with the Senior Leadership team

Other

- Undertake such other duties as the Head of School or Federation School Business Manager may direct

Person Specification

- Proven experience as a school/finance administrator or an administrator for other organisation
- Excellent knowledge of financial and administrative systems and processes
- Proficient in using FMS, SIMS, Microsoft Office, Google Suite and can easily adapt to learning how to use new software packages/management information systems
- Excellent oral and written communication skills
- Highly organised professional who is able to manage their own workload
- Flexible and hard-working and able to work across the Fox Federation when required
- Problem-solving and conflict resolution skills
- Good judgment and decision-making aptitude
- Aligned with the Fox Federation values of collaboration, respect, curiosity, inclusion and resilience.

