

## Senior Finance & Administrative Officer

### JOB DESCRIPTION

**Salary:** Scale 5 - £27,807 (Pro-Rata)

**Contract Type:** 1-year contract (with possibility of becoming permanent)

**Working Pattern:** Term Time + 2 weeks

**Hours:** 36 hours per week. (8am – 4pm)

**Accountable to:** School Business Manager

**Accountable for:** To assist the School Business Manager with the administration of the school, particularly in relation to the maintenance of pupil records and financial administration. To organise and run a friendly, efficient office and reception.

### Key Duties and Responsibilities

- The post holder reports to the School Business Manager
- The post holder has no direct line management responsibilities for staff but would be expected to support the work of less experienced staff
- The post holder has no budget responsibilities
- The post holder may be required to work out of hours during the week for the benefit of the school community

### MAIN DUTIES & RESPONSIBILITIES

To undertake the following duties with minimal supervision, demonstrating a thorough working knowledge of the work areas, setting work standards and taking decisions leading to changes in important procedures and practices

#### General

- Provide a welcoming and helpful frontline service to all visitors of the school and ensure that visitors are not kept waiting while non-urgent tasks are worked on.
- Answer telephones promptly and with a respectful and professional manner.
- Responsible for school administration, communication and maintaining all appropriate records, databases, disseminating information, reprographics and filing.
- Be able to manage workload appropriately during the school day and complete tasks and duties within expected timescales with minimal supervision
- Able to demonstrate a good standard of grammar, spelling and punctuation and ensure all outgoing documents are correctly checked before sending out.
- Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures.
- Use IT hardware and relevant software packages efficiently and effectively to access, manage, retrieve and share the various types of information required by the post holder's specific role.
- Maintain and follow safe secure door entry system.
- Deal with specific and general enquiries from staff, parents, visitors and external agencies including local authority.
- Attend training as necessary and keep up to date with changes on SIMS; communicate and advise any changes to the admin team.
- Work flexibly to ensure that the school's priorities are met.

- To be responsible for dealing with all correspondence and email inboxes for the school.
- To deal with any other matters within the competence of the post holder, at the direction of the head teacher or school business manager, if appropriate.
- To deal with agency vetting information and update information on the SCR.

### **Pupil Records**

- To maintain appropriate pupil and staff records, producing information returns and statistics as required.
- Organise new admission interviews and carry out interviews with parents to fill in any gaps in the admission form before they meet with the Head Teacher.
- Effective use and maintenance of MS Word/SIMS in support of administration systems of pupils records, school's database for pupils and word processing
- Maintain appropriate pupil attendance and producing information returns, reports and statistics, as required.
- Ensure that pupils' information is processed appropriately, correctly and timely into SIMS.
- Responsible for archiving pupil records and maintaining a list of relevant files in a shared data folder.
- Assist with maintaining up to date Admissions and transfer list including CTFs.
- Submit weekly admission returns to the LA
- Input new starters on SIMS
- Complete off roll processes safely in line with policies.
- Assist with the smooth co-ordination of nursery and reception admissions

### **Finance**

- To operate the School's financial procedures in accordance with the appropriate regulations
- Follow all processes meticulously for the handling of money and ensure receipts are provided for money relating to school trips, staff meals and any other event.
- Be able to demonstrate a good understanding of the school's financial management procedures.
- Oversee stationery resources, purchase orders, deliveries, queries/discrepancies and maintain school stock/material
- Manage the ordering process for the school and order goods as and when required in line with policy.
- Manage the invoice process for the school on FMS.
- Record income for the school on FMS system.
- Liaise with suppliers and deal with queries.
- Lead and manage the finance for the After School Club, Breakfast Club and after school activities on Parent Pay.
- Manage the collection of monies for staff lunches on Parent Pay.
- Responsible for obtaining quotes for school activities and ensuring value for money.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Head Teacher in the light of those changing requirements and in consultation with the member of staff and the Head Teacher

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<b>Signature of the Post-Holder</b>		<b>Date</b>	
<b>Signature of Head Teacher</b>		<b>Date</b>	