

Job description and Person Specification

Finance and Admin Assistant



Purpose of the role:

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference.
- To provide general administrative support to the School under the instruction of Senior Staff and to assist in the efficient running of the School Office.
- To contribute to the overall Christian vision and ethos of the school ensuring the best standards possible for pupils and staff.
- To be aware of and support differences and to ensure equal opportunities for all.
- This role reports directly to the Head Teacher
- Key Responsibilities – The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the Head Teacher according to the school's needs.

Key Responsibilities

Finance

- To raise orders, invoice requests and process and reconcile credit card entries on the appropriate system, ensuring that the correct expenditure codes are used and VAT is recorded correctly. Receive deliveries and dispatch to relevant departments.
- To process and reconcile credit card entries
- To process all appropriate claims and finance related documents effectively, to collect, reconcile and bank monies.
- To reconcile cash and banking, reporting to CFO.
- To provide advice and assistance to Headteacher and other school staff on general financial matters.
- To assist with the debt recovery procedure in respect of unpaid invoices.
- To assist CFO in securing grants/funds etc.
- To keep the CFO/Headteacher informed of significant financial developments relating to trips & visits, wraparound club and donations.
- To identify and advise CFO of pupil premium pupils on trips and wraparound care.
- Maintain school Fixed Asset Register.
- To assist CFO with 'end of year' procedures, working to deadlines.

- Work in accordance with all school and financial management standards in schools policies and procedures.

Office

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e signing in, issuing of identification badges, checking identification in line with safeguarding procedures.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Admin

- Administration of schools' Pupil Asset accounts, including reconciling and reporting anomalies where relevant
- Administration of school trips with regard to bookings, best values and payments, including working closely with senior leaders and the Chief Financial Officer (CFO).
- Responsible for wraparound care administration, management of all bookings, income management, reconciling and reporting anomalies.
- Check goods/orders and monitoring paperwork, liaising with the finance officer.
- Updating and distributing communications which may include but is not limited to the school's website, social media, school notice boards, newsletters and other communication with parents, colleagues and the community.
- Manage and maintain the school website.
- To assist the School Office and SLT in marketing the school.
- Maintaining the school diary.
- To produce reports from the Management Information System under the direction of the Head Teacher.
- To attend, participate and take notes at meetings as required.
- To book CPD for staff and maintain CPD training register.
- To manage the Single Central Record register and safeguarding training register.
- To complete the School Census.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Head Teacher or SLT.

Premises

- To assist the Administrator with premises and health and safety duties as required
- To communicate any concerns to the caretaker and Head Teacher.

Undertake any other reasonable duties as determined by the Head Teacher.

PERSON SPECIFICATION

Knowledge

Essential	Desirable
Finance qualification / qualified by experience	School finance experience
Previous experience of working in an office environment, dealing with face to face interactions	Previous experience of working in a School Office
Good working knowledge of ICT systems including word processing, spreadsheets and presentation software.	Specific knowledge of School MIS systems, preferably Pupil Asset, Sage 200.
Knowledge of both Microsoft and Google software packages.	Experience of Social Media and websites
Understanding of Safeguarding	Level 1 Safeguarding trained Safer Recruitment trained
Understanding of Health and Safety Legislation	First Aid Trained
Understanding of Data Protection and confidentiality	
Understanding of Schools Ethos and Value and ability to support the school's Christian Ethos	

Skills

- Ability to relate well to children and adults, being sensitive to their individual needs.
- Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.
- Ability to communicate effectively in English, both written and verbally.
- Ability to work flexibly in support of the school.
- Ability to pay close attention to detail to ensure accuracy
- Resourcefulness, enthusiasm, patience, resilience and a sense of humour.
- Ability to work independently and with initiative.
- Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.

Any other duties commensurate with the role of Finance and Admin Assistant that may be required from time to time. Finance and Admin Assistants are accountable to the Trust Board, Headteacher and Chief Financial Officer for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elveden Schools Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.