

# Administrative & Finance Assistant– Grade 3

## Job Description & Person Specification

Reporting to the School Business Officer. The main contacts of the job are the headteachers, teaching and other support staff, pupils and parents.

### **Main Purpose of Job:**

To provide comprehensive administrative and financial support to the school.

To work collaboratively with all staff and parents in order to support pupil well-being.

### **Organisation**

1. To undertake routine clerical and administrative support duties on behalf of individual members of staff, departments, in relation to the organisation of school activities.
2. To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
3. To assist with pupil welfare, including looking after sick pupils, liaising with parents and staff.
4. To provide general advice and guidance to staff, pupils, pupils and others
5. Relay messages around the school site and escort children to and from the office as required.

### **Administration**

1. To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high level administrative service.
2. To be able to learn how to use a range of Management Information Systems and Communication Systems with confidence and accuracy.
3. To provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the Local Authority of the Department for Education and outside agencies and responding to routine correspondence.
4. To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil reports
5. To assist with school administrative duties relating to examination invigilation.
6. Arrange meetings and events
7. To collect and distribute incoming mail, despatch outgoing mail as appropriate.
8. To undertake routine administration of school clubs, lettings and school trips.
9. To maintain display boards and to ensure these are refreshed regularly.
10. To administer school registration procedures in line with statutory requirements.

## **Finance**

1. Be aware of and comply with policies and procedures relating to all aspects of financial management.
2. To handle cash in line with cash handling procedures
3. To be able to input financial and other data accurately and efficiently.
4. To place orders on behalf of staff using the finance system to create requisitions and purchase orders.
5. To oversee orders and deliveries and the return of any required items.
6. To be responsible for the inputting and payment of invoices using the electronic finance system.
7. To actively seek opportunities to ensure Best Value is achieved on all purchases.
8. To ensure all petty cash transactions are authorised, recorded and reimbursed to individuals ensuring that the account is reconciled on a monthly basis.

## **Resources**

1. To operate relevant equipment and ICT packages (for example PS Financials, Capita SIMS, word, excel, databases, email, internet)
2. To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required
3. To operate the uniform 'shops' within the school.

## **Responsibilities**

1. Use initiative in time management to organise own workload in order to meet deadlines.
2. To provide cover for other administrative colleagues when required.
3. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
4. To be aware of and support difference and to ensure equal opportunities for all.
5. To contribute to the overall ethos, work and aims of the school.
6. To attend and participate in relevant meetings as required.
7. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.

# Person Specification

Key: A = Application I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
<b>1. Qualification and Training</b>			
Possess excellent numeracy and literacy skills	A, I, R	✓	
<b>2. Skills and Experience</b>			
Experience of general clerical, administrative and financial work.	A, I, R	✓	
Experience of working in a financial administration environment	A, I		✓
Ability to manage own workload effectively.	A, I	✓	
Willingness to undergo minor first aid training.	I		✓
Ability to produce accurate written minutes /notes of meetings.	A		✓
Knowledge and experience of IT and ability to use ICT packages, including spreadsheets, data bases and word processing.	A, I, R	✓	
Have good keyboard skills for producing high quality documents.	I, R		✓
Accuracy and precision when preparing, maintaining and monitoring financial records and dealing with cash.	A, I, R	✓	
Have a knowledge and awareness of the regulatory framework around education and schools.	A, I		✓
Ability to relate well to children and adults.	I, R	✓	
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	I		✓
Ability to identify your own training and development needs and cooperate with the means to address these needs.	A		✓
Knowledge of school procedures	I		✓
<b>3. Personal Style and Behaviour</b>			
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	I, R	✓	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	I, R	✓	
The flexibility to adapt to changing workloads and new challenges.	I		✓
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.	I	✓	
Personal commitment to continuous self-development.	I	✓	
Personal commitment to continuous school improvement.	I		✓
Personal commitment to the school's professional standards, including dress code as appropriate.	A, I	✓	
Be willing to consent to apply for a DBS check.	I	✓	