

Job Description

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| Job Title: | Admin and Finance Assistant |
| Team/Service: | School Office |
| Business Unit: | Oldway Primary School |
| Commissioning Area | People |
| Responsible To: (day to day issues) | Office Manager |
| Accountable To: (line manager) | School Business Manager |
| Salary Grade: (Spinal column points only) | Current Scale 3 (JE Scale D 12-17) 8.30 – 3.30 (30 hpw 39 weeks per year) |

1. Key Purpose of Job.

- 1.1. To provide admin and financial support to the School Business Manager, Headteacher and Governors

2. Anticipated Outcomes of Post

- 2.1. Assist with the provision of efficient and effective administrative and financial support service for the school
- 2.2. Contributing to an effective learning environment for pupils

3. List Key Duties and accountabilities of the post

- 3.1. Responsible for safeguarding and promoting the welfare of children at all times
- 3.2. Under instruction/guidance of senior staff, be responsible for undertaking administrative, and financial processes within the school
- 3.3. Assist with the schools adherence to the finance procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes
- 3.4. Support the School Business Manager in using FMS6 for effective ordering and invoicing procedures, preparing cheques, inventory records, processing petty cash, banking, and issuing receipts
- 3.5. Production of financial reports and returns
- 3.6. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- 3.7. Provide secretarial and general computer / data input / retrieval services to the Head teacher / Deputy Head / School Business Manager / Office Manager and other staff as appropriate
- 3.8. Assist with Reception duties and liaise with other parties associated with the School
- 3.9. Attend training sessions and courses
- 3.10. 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

- 3.11. Cross train in admin duties to cover staff absences including pupil data, personnel data and financial procedures which are documented for each process

4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. Processing requisitions, orders and invoices
- 4.2. Receipt and banking issues
- 4.3. Maintaining a single central record including safeguarding checks

5. Budgetary / Financial Responsibilities of the post

- 5.1. Petty Cash
- 5.2. VAT returns

6. Supervision / Line Management Responsibilities of the post (Please show / provide organisation structure as an appendices, showing official reporting lines

- 6.1. None

7. Working Environment & Conditions of the post

- 7.1. Normal school working environment and conditions

8. Physical Demands of the post

- 8.1. Normal office work

9. Specific Resources used by the post

- 9.1. General office equipment, PC, telephone, printer, fax

10. Key Contacts and Relationships

- 10.1. External: parents, LA, Governors

- 10.2. Internal : staff children

11. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- d) The post-holder must comply with the Council's Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.

[PLEASE DELETE ONE OF THE FOLLOWING CRB STATEMENTS ONLY]

- f) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



Person Specification

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| Job Title: | Finance Officer | Business Unit: | Oldway Primary School | Team/ Service: | |
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| Essential Skills and Effectiveness: | Desirable Skills and Effectiveness: |
| <ol style="list-style-type: none"> 1. Accountancy skills 2. Excellent IT skills: word processing, email, data processing and spreadsheets 3. Excellent Customer service skills | <ol style="list-style-type: none"> 1. Thorough knowledge of SIMS IT systems 2. Computer network skills |

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| Essential Knowledge: | Desirable Knowledge: |
| <ol style="list-style-type: none"> 2. High standards in literacy and numeracy 3. Knowledge and understanding of a busy school office environment (child centric) | <ol style="list-style-type: none"> 1. Higher level qualifications NVQ3 or above 2. Degree in relevant subjects |

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| Essential Experience/Achievements: | Desirable Experience/Achievements: |
| <ol style="list-style-type: none"> 2. Finance Office or banking experience | <ol style="list-style-type: none"> 3. Worked in a school office |

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| Essential Qualifications/Professional Memberships: | Desirable Qualifications/Professional Memberships: |
| <ol style="list-style-type: none"> 3. GCSEs or equivalent 4. IT level 3 RSAs or equivalent 5. Typing qualification level 3 or equivalent | <ol style="list-style-type: none"> 4. Member of professional body eg accountancy 5. CSBM /DSBM/ ADSBM or degree qualifications 6. First Aid qualification |

Essential – Other requirements of the job role

- Demonstrates a commitment to safeguard and promote the welfare of children and young people
- Ability to carry out the physical requirements of the role
- Ability to accommodate school term hours
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