



Job Description

Job Title:	Administrative Officer Finance Support to SBM	School Name:	Immanuel and St Andrew Primary School
Grade and Range:	Scale 4 Sp. Pt. –18-21 (£21,546-£23,610)	Hours:	FTE Position 9am – 5.00pm
Reports to:	SBM	Working Pattern:	Term Time only
		Supervises:	

Purpose:	<p>To co-ordinate all administrative functions in order to assist in the smooth running of the school and to maintain accurate accounts and systems of financial control as regards delegated financial duties. As part of your duties, you are expected to work in conjunction with the line manager.</p> <ol style="list-style-type: none"> 1. To provide high-quality customer service for all who visit the school and work in the school. 2. To be responsible for assisting in managing the school office. 3. To assist in the maintenance of the various school computerised databases of pupil and staff information. 4. To provide administrative support to the Headteacher and Senior Leadership Team. 5. To work under the direction of the school business manager in Financial Administration tasks.
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1. Responsibility for assisting in managing the school office, including:

- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- To answer the intercom CCTV system whilst having a high regard for security
- To ensure visitors sign in and are provided with a visitor's badge
- To record DBS numbers where appropriate (supply and agency staff in particular)
- For parents who do not speak English as their first language, arrange for an interpreter if necessary
- To accurately maintain the shared calendar and update the school information
- To produce letters when necessary
- To provide refreshments for visitors
- To undertake filing and photocopying; to assist users with the operation of the photocopier including changing inks and attempting to resolve issues
- To be responsible for the maintenance and monitoring of the photocopiers, printers and faxes
- To liaise with the Office Manager and Premises Officer when deliveries arrive
- To provide administration assistance as required by the Senior Leadership Team
- To work on parent's evening and other evening events as required
- To distribute internal and external post and correspondence as appropriate
- Ensure all information is treated confidentially and have absolute discretion at times
- Co-ordinates and supervise the work of office staff and to ensure the school office is organised efficiently.
- Liaising with your line manager in regard to work to be undertaken by the office
- Assisting with monitoring the induction of any new member of the office staff.
- Deputising for the line manager in relation to the above duties, in her/his absence.
- General word processing.
- Provide administrative support in organising safety procedures, including fire drills.
- Oversee the general administration of school dinners.
- Responsible for all finance handling in the school office from parents and visitors under the direction of the school bursar.

2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records.
- Providing assistance with other information databases during the busiest times of the year.
- To work alongside the school bursar in any directed finance duties.

3. To provide administrative support to the school teachers as appropriate, including:

- Assisting the Headteacher and SLT in all aspects of their role, including contacting parents, managing the school diary, sending letters.
- Attending meetings on issues as and when required and taking notes / minutes.
- In liaison with the Headteacher, maintaining a confidential filing system.

4. Financial Administration.

To work under the direction of the school bursar and to be responsible for accounting procedures in the school as regards to

- School journey accounts.
 - School accounts and banking of dinner monies
 - Breakfast Club and Afters and liaise and communicate with parents in this matter.
 - After School Club Payments.
 - Resources and stock orders.
 - Input school orders onto the financial management system.
 - To work under the direction of the bursar and ensure that all invoices match orders.
 - To process the monitoring sheet for the charge card.
 - Reasonable direction from the Bursar and Headteacher.
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- To keep a record of expenditures and process payments.
- To keep record of raising activities and general school income.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the School's policies and procedures and standing orders.
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence.
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

Person Specification

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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A sound knowledge of computer databases and spreadsheets. ▪ A sound knowledge of using Microsoft software, particularly Word at a basic to intermediate level. ▪ Excellent written and oral skills. ▪ Knowledge of administrative systems ▪ Knowledge of school administrative systems 	E E E E D	Indicate how skill will be assessed either application form, at interview or tested.
Experience:	<ul style="list-style-type: none"> ▪ Considerable experience of using Microsoft software particularly Word at a basic to intermediate level. ▪ Experience in a similar administrative role ▪ Experience in a similar role in a school or similar working environment. 	E E D	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to set and work to agreed targets and work schedules. ▪ Ability to communicate effectively with persons at all levels. ▪ Ability to work pro-actively. ▪ Ability to organise one's own tasks with minimum supervision. ▪ Ability to minute / take notes at meetings ▪ Ability to type quickly and accurately 	E E E E E D	
Special conditions:	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2016 and a commitment to ensuring the health, safety and wellbeing of all children. 	E E E E E E E	