

Job Description

Job Title:	Finance, data and assessment assistant
Grade:	Band 1 Step 4
Department:	Children's Services
Section:	St Peter's Eaton Square C of E Primary School
Responsible to:	School Administrator and Head
Responsible for:	Number of Staff: None

Purpose of Job

Under the guidance of the School Administrator and Finance Officer, to be responsible for the provision of an effective financial support service for the school and to assist with the planning and development of support services.

Main Responsibilities

TASKS

ORGANISATION

1. To process orders for supplies and services
2. Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
3. Actively support the School and Borough Equalities Policies.
4. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate effectively in relevant meetings as required.
5. Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
6. Support the wider work of the team as required and directed by the School Administrator/Head.
7. Responsible for the production of reports and arranging their distribution
8. Support staff by the input of student data and creation of reports for data analysis
9. To maintain and manage the Schoolcomms system, making sure no outstanding debts accrue
10. Maintain and manage school website
11. Manage all reporting, maintenance regarding attendance including termly correspondence to parents
12. Reception cover as and when needed

RESOURCES

13. Utilise the computerised financial management system as required.
14. Receive all monies for reconciliation and banking (including issuing receipts), arrange for the safe keeping of all monies.
15. Manage the proper collection, reconciliation and banking of monies, including school private funds.

16. Processing day to day purchase orders, receiving delivered goods and processing invoices, procurement and payments.
17. Maintain asset register (IT equipment etc)
18. Complete data returns (Census, Key Stage results etc)
19. Ensure SIMS information is kept up to date
20. Monitor and record income and invoice third parties for income
21. Administer the systems for School dinners, including debtors
22. Process orders and services ensuring best value.

Responsibilities

23. Maintain appropriate records, including filing systems to ensure suitability for auditing purposes
24. Comply with the schools financial administration and accounting procedures, in accordance with the scheme of delegation and financial standing orders.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

Signed on behalf of the school: _____

Date: _____

Signed: _____

Date: _____