

HERONSGATE PRIMARY SCHOOL

Important guidance on completing your application form:

Applications will only be accepted on the official application form. Your supporting statement section of application form, interview and selection tasks will be used to assess suitability for the post.

- All jobs since leaving school, college or university must be listed in your application (whether or not you consider it relevant to the post). Any gaps **must** be explained in your application. We reserve the right to contact any of your previous employers to confirm the information you have given and to obtain references before employment
- All grades **must** be listed alongside *all* qualifications – you may not be shortlisted without this
- We cannot accept friends or family as referees. Your referees must have been line managers, directors, tutors or where you have worked in a school should be the Headteacher
- Successful candidates will be asked to bring *original* identification and certificates to the interview
- The supporting statement section of your application form should show how you meet the attached **PERSON SPECIFICATION**. On your supporting statement, you may find it useful to deal with each point in the person specification in turn, making sure you relate your experience and skills to each short-listing criterion. This will ensure that you structure your supporting statement clearly and coherently
- Supporting statements must be typed and use less than 2000 words.
- Applications can be emailed, posted or hand-delivered but must be received by the closing date.

Email applications to **ea@heronsgate.greenwich.sch.uk**

Heronsgate Primary School is committed to safeguarding children and expects all staff and volunteers to share this commitment. This job is subject to a satisfactory disclosure through the Disclosure & Barring Service

HERONSGATE PRIMARY SCHOOL

JOB DESCRIPTION

BUSINESS AND ADMINISTRATION ASSISTANT



Purpose of the Job:

To be responsible to the Executive Headteacher and School Business Manager for the provision of financial and administrative support to the school

Main duties and responsibilities:

Financial Administration

- To be responsible for maintaining and operating a computerised financial system using FMS liaising as appropriate with accounting staff within the LA
- To operate agreed procedures in relation to the school's bank accounts
- To process ordering and payment of goods and services
- To handle day to day cash transactions e.g. trip/dinner/uniform money and petty cash payments
- To assist with the administration of online payment systems and provide support to parents

Clerical Administration

- Drafting and word processing documents, letters, forms etc. (using Microsoft Office and school computer systems) and providing confidential clerical assistance as required
- To answer the telephone and direct callers/take messages as appropriate
- To perform general office duties including producing reports and newsletters
- Photocopying and filing duties
- To ensure that visitors to the school are, both in person and by telephone, received and dealt with in a polite and sensitive manner
- To assist in the maintenance of an efficient office filing system, including all records
- To assist in the maintenance of appropriate pupil records and other records
- To assist in the ordering of office and school supplies and in the processing of invoices/purchase orders
- To assist with the processing of dinner money and other funds
- To assist with the administrative tasks relating to the admission and transfer of children

- To be willing to be trained on computer administration packages used in the school
- To be flexible in terms of providing office cover when necessary
- To undertake such other clerical, financial and administrative duties in support of the work of the school office as required by the school and are commensurate with the level of responsibility of the postholder
- In discharging the duties of the post to have due regard to the provisions of the Health and Safety at Work legislation

Agreed:

Name: _____

Signature _____

Headteacher: _____

**HERONSGATE PRIMARY SCHOOL
PERSON SPECIFICATION
BUSINESS AND ADMINISTRATION ASSISTANT**



The successful candidate will have:

Qualifications

GCSE Grade C or above in English (essential) and Maths (desirable, not essential)

Knowledge and Experience

Experience of working in a busy office environment (desirable, not essential)

Fast and accurate word processing and data input

Knowledge of FMS (desirable, not essential)

Abilities/Skills

The ability to carry out effectively the above job description

The ability to use Microsoft Office quickly and effectively

A sense of humour and patience

The ability to handle and account for money efficiently

The ability to communicate well both orally and in writing with pupils, parents, staff, governors and the wider community

The ability to work on own initiative and follow instructions

The ability to work as a team player and be an 'all-rounder'

The ability to be reliable, adaptable and able to prioritise and work to deadlines

A keen eye and attention to detail

The ability to deal with a range of confidential issues regarding staff and pupils in a professional manner

Safeguarding and promoting the welfare of children

The commitment to following all school procedures to ensure safeguarding the welfare of children in our care

Equal Opportunities

An understanding of and commitment to equal opportunities

The ability to reflect the borough's equal opportunities policy in practice