

**JOB DESCRIPTION:** Office and Finance Administrator

` The Holmewood School

**REPORTING TO:** Office Manager

**LIAISING WITH:** Finance Officer

**SPECIFIC RESPONSIBILITIES**

**1. ADMINISTRATIVE DUTIES AT THSL**

* Deal with enquiries for the school (telephone, in person, e-mail etc.) – taking responsibility for prompt and effective communication.
* Maintain confidential staff and student records, including student and staff attendance
* Communicate with parents by telephone, email and in writing
* Deal with incoming post and email and replying or distributing appropriately
* Accurate financial data input
* Ordering of products and supplies
* Payment of invoices
* Processing of petty cash claims from staff
* Monitoring and updating budget sheets
* Receive parents and visitors at the school reception. Ensure that visitors are signed in and are given a visitor’s pass
* Report faults appropriately e.g. telephones, IT, repairs
* Share in the responsibility for Health and Safety at Work and risk assessment
* Maintain site security and entry and exit to buildings
* Type school documents, reports, letters
* Take minutes of meetings as required.
* Monitor the supplies for consumables and other resources such as stamps, paper, inks, milk coffee, uniforms and so on. Ordering of consumable resources when required.
* Share in the responsibility for emergency and evacuation procedures
* Liaise with contractors for the organization of: taxis, school transport services, school meals, school cleaners etc.
* Reprographics
* Organise catering for events, including refreshments for day to day meetings
* Provide administrative support for staff recruitment
* Carry out other duties that are within the scope and spirit of the Office and Finance Administrator role.

**2. MANAGEMENT AND ORGANISATIONAL DUTIES AT THSL**

* Maintain student files and records; filing.
* Update and reporting from the school’s MIS
* Assist the Admissions Officer with enquiries from prospective families
* Maintain and develop communication with THSL parents
* Contribute to the organisation of school trips and events
* Record and report on attendance and follow up absence of THSL staff and students
* Provide student attendance details for annual reviews and reports
* Manage the ordering of school uniform and similar items
* Update and develop information for the school website as required
* Managing the upkeep of the office e.g. ensuring it’s well organised and tidy.

**3. SPECIALIST SUPPORT TO HEAD TEACHER**

* To prepare, arrange and organise dates and paperwork for annual review meetings and additional multidisciplinary meetings.
* To prepare casework for tribunal hearings
* Communication with Local Authorities regarding Statements of Educational Need, EHCPs and pupil information

**4. WORKING IN PARTNERSHIP**

* To work in partnership with the Finance Officer to manage the invoicing and collection of tuition and other fees
* To maintain a welcoming, positive and caring environment where there is strong pastoral care and where people are valued
* To work closely with the teachers, staff and parents ensuring good communication and developing and maintaining a partnership approach.
* To work closely with the Admissions Officer to ensure that prospective families are well looked after and that staff are aware of any possible visits.
* To share in the welfare support for staff and students offering first aid cover as required

**5. WHOLE SCHOOL CONTRIBUTION**

* To contribute to the development of THSL and school improvement – being involved in identifying strengths and areas for development and in the development of policies and procedures
* To take an active part in the THSL community including events and presentations.
* To attend and contribute to department and staff meetings, as required
* To undertake professional development and training as required

To undertake the responsibility for promoting the safeguarding and welfare of all children and young people in the school.

* To understand and demonstrate practice of equalities and diversity.

**GENERAL**

* The Salary range will be from £20,000 to £22,000 per annum, pro-rata
* Hours of work 8.30am – 4.30 pm, Monday – Friday with 1 hour lunch break (time to be arranged).
* Working pattern: Term time (34 weeks) plus 4 weeks (to be arranged). All holidays will be taken in the school holidays.
* The postholder will be required to work at both of our sites - 88 Woodside Park Road, London N12 8SH and 80 East End Road, London N3 2SY