

FOREST HILL SCHOOL
Dacres Road, London SE23 2XN

JOB DESCRIPTION

POST: Finance & HR Administration Assistant

GRADE: Scale 3

HOURS: 35 hours per week – Term time only (39 weeks).

Responsible to: Director of Strategy & Resources

Main purpose of job

To be a member of the support staff team in providing effective HR & financial administrative support to the Director of Strategy & Resources

Main Responsibilities

1. Human Resources- Administration

To support the Director of Strategy & Resources in all aspects of the school HR function, providing efficient and effective HR service to all staff.

1. Undertake tasks using computer systems to a high standard ensuring that the Schools administration system and HR database (SIMS) are kept up to date (e.g. employee's details, diversity information, new and existing staff details etc.)
2. Ensure all staff hold a valid DBS disclosure throughout the course of their employment at Forest Hill School. Carry out application and document checks for staff DBS renewals periodically. Liaise with Lewisham Personnel. Ensure information relating to staff DBS disclosure is accurate on HR systems and spread sheets in line with OFSTED / Local authority Safeguarding procedures.
3. Prepare short-listing paperwork for short-listing teams. Arrange and coordinate interviews; liaising with applicants for short-listing / interview panel members throughout recruitment process.
4. Ensure recruitment procedure is in line with Safer Recruitment procedures and that all necessary employment checks are undertaken, including the completion of all new starter paperwork.
5. Maintain confidential staff files, filing and updating archive records where appropriate. Ensure that all employee information is scanned and emailed to Lewisham for the LA electronic records.
6. Maintain and update the staff absence SIMS database. Co-ordinate sickness reporting for all staff that must be accurately reported on a monthly basis to Lewisham payroll.

2. Finance - administration

1. Work under the direction of the Finance Officer to assist in all aspects of general finance requests and enquiries.
2. To maintain a confidential (manual and electronic) filing system to ensure that accurate up to date information is available to the Finance department.
3. To prepare and despatch standardised letters and e-mails as directed to the required standards and timescales. E.g. Overdue library book letters
4. To respond to basic requests for information relating to the Finance service.
5. To arrange the ordering of stationary and other supplies on behalf of various budget holders using the PO system on the local accounting software.
6. To receive and record messages within the required timescales.
7. To undertake the administrative / Finance work in line with the school's financial code of practices and appropriate policies
8. To undertake filing, photocopying, scanning and collation of information and general clerical work.
9. To undertake standard word-processing, presentation work, spreadsheet work and database input as required.

3. Duties & When required

1. Undertake any other duties commensurate with the level of the post, as required, to ensure efficient and effective support to the school.
2. To cover for absent colleagues as and when required.
3. Participate in training and other learning activities and performance development as required
4. Undertake all duties with due regard to the LA's and School's Equal Opportunities Policy.

Signed _____ Date _____

<p>FOREST HILL SCHOOL Dacres Road, London SE23 2XN</p>
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PERSON SPECIFICATION

Title: Finance & HR Administration Assistant Grade: Scale 3

Reports to: Director of Strategy & Resources

KNOWLEDGE/SKILLS (Essential Requirements)

Qualifications/Training

NVQ 3 or equivalent qualification or experience in relevant discipline
Very good numeracy/literacy skills

Knowledge

- Comprehensive understanding of administration work practices and their application
- Familiar with basic employment terms and conditions
- Basic knowledge of recruitment processes and procedures

Skills

- Strong IT skills including use of Word, Excel, Outlook and database entry
- Able to handle volume of work and work effectively under pressure
- Able to work quickly and accurately to deadline
- Able to organise, plan and prioritise own workload
- Attention to detail and good analytical skills
- Good oral and written communication skills

Experience

- Experience of working accurately to deadlines
- Experience of inputting and maintaining electronic data
- Experience of working in a customer-focussed environment

Aptitude

- Ability to use initiative
- Ability to learn and use new systems quickly
- Able to work flexibly adapting to changes in work priorities as needed

- Able to maintain confidentiality in all circumstances
- Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers

Personal Qualities

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet London Borough of Lewisham requirements for the post

Equal Opportunities

- To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.

Post Holder Name and Signature:

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Line Manager Name and Signature:

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Date: