**School Accounts Assistant & First Aider**

**Hours:**

36 hours per week 09:30 – 17:30 Full Time (leave to be taken in school holidays)

45 min lunch break x 4 days a week and 1hr lunch break x 1 day a week

**Line Manager: Office Manager**

**Pay Scale: LBR 5 (PT 22-25) £22,956 - £25,000**

**Principal Responsibilities**

* Maintain private fund accounts on the computerised Finance system (SIMS FMS)
* Administer private fund accounts and monthly reconciliation to bank statements.
* Provide the Headteacher and Governors with regular School Funds and Visits reports as required (normally termly).
* Prepare Private Funds accounts for auditor, arrange annual external audit and discuss report/recommendations with School Office Manager.
* Bank all income received by the school for the capitation and private fund accounts including FMS input, ensuring insurance levels for monies held are adhered to.
* Management and prompt recording of petty cash transactions for the capitation and private fund accounts
* Deal with all aspects of covenants, donations and Gift Aid arrangements and arrange tax rebate
* Receive money for all trips and residential visits, pay invoices, arrange for required currency to be available, ensure adequate accounts are kept and coordinate with member of staff responsible for visit to ensure account is reconciled appropriately and make refunds as necessary
* Support School Office Manager with purchase orders, payments, receipts, invoices and direct debits.
* Liaise with insurance companies regarding visit insurance claims, ensure funds are received and arrange refunds to parents/staff as appropriate
* Monitor and administer ParentPay payments from parents, acting as school liaison and supporting colleagues in their understanding and use of ParentPay.
* Act as point of contact for school in relation to Parent Pay.
* Arrange and administer peripatetic music tuition through Redbridge Music Service (RMS) and keep the Head of Music aware of arrangements. Reconcile and submit school bid to RMS, raise charges to parents for music tuition fees through ParentPay and reconcile payments.
* Act as point of contact between Redbridge Music Service and the school.
* Act as the contact between school and designated Photographer and arrange visits in accordance with the school calendar. Co-ordinate arrangements, including supervision of pupils when photographer is in school
* Provide reception cover during school holidays.

**Additional Duties**

* Administer first aid to pupils and staff and if necessary escort them to hospital under the direction of the Headteacher or a senior member of staff.
* Attend courses and receive training as appropriate.
* Make the Office Manager aware of any concerns or problems as they arise.
* Provide support for the telephone and reception area in busy periods and at the end of the school day.
* Update and maintain processes and procedures in line with post.
* General administrative duties associated with a busy School Office and other reasonable duties as required
* Ensure compliance with GDPR.
* Provide administrative support to the Headteacher and School Business Manager as and when required, including school holidays.

**PERSON SPECIFICATION:**

* Good standard of general education.
* A calm, flexible, totally dependable and committed team person.
* A highly competent IT user, including Microsoft Packages, SIM’s FMS and ParentPay
* First Aid Certification or willingness to train.
* Finance Experience.
* Understanding of statutory requirements and legislation including child protection, equal opportunities and data protection.

**YOU WILL NEED:**

* Integrity and sensitivity.
* Meticulous attention to detail.
* Excellent prioritisation skills.
* The ability to work on own initiative but able to recognise when to ask for advice and support.
* The ability to work quickly and methodically in a busy school environment.
* The ability to work under pressure to deadlines.
* The ability to communicate effectively with staff, students and parents.

This information indicates the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. The school’s administrative team is an integral part of the school and the post will appeal to someone who would enjoy working as part of a busy but friendly team and would take an interest in the life of the school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS check will be a requirement of the role.