

|  |  |
| --- | --- |
| **Post Title:** | ADMINISTRATOR/FINANCE ASSISTANT(MATERNITY COVER) |
|  |  |
| **Purpose** | To carry out duties as an Administration/Finance Assistant efficiently and in a professional manner whilst maintaining confidentiality at all times, in order to aid the smooth running of the Administrative support systems within the Academy. |
|  |  |
| **Reporting to:** | Office Manager |
|  |  |
| **Working Time:** | 37 hours per week, term time only |
|  |  |
| **Salary/Grade:** | Scale C £17,007 – £17,391 pa (full time equivalent) |
|  |  |
| **Disclosure level** | Enhanced |
|  |  |
| **key responsibilities** | * To produce letters and reports for staff as requested supplying a clerical service for the whole Academy. * To have responsibility for the coordination of the collation of data from staff and input onto the system. * To maintain accurate filing records of all correspondence. * To assist with data input on Bromcom * To deal with all telephone calls in a polite, professional and calm manner. * To cover reception on a rota basis as and when necessary. * To input invoices and orders via Agresso system. * To collect and receipt monies and do a weekly banking. * To take minutes at meetings and produce associated documentation. * To undertake any training relevant to the post. * To assist with the lunchtime provision. * To assist with hospitality * To work with other team members in offering a reprographics service to staff. * To provide general administration and financial support. * Every employee has a duty of care to themselves, colleagues, students and visitors. Therefore we must all work towards raising awareness of Health and Safety within the school, try to foresee potential dangers and take action as necessary, and remember “COMMON SENSE IS NOT ALWAYS COMMON PRACTICE” * Ensure store and work area is of good housekeeping standard at all times. * Any other reasonable request that is commensurate with the grading of the post. |
|  |  |
| **Staffing**  **Staff Development**: | * To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas. * To engage actively in the Performance Management Review process. * To work as a member of a designated team and to contribute positively to effective working relations within the academy. |
|  |  |
| **Quality Assurance:** | * To help to implement Academy quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation in the department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. |
|  |  |
| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for Bromcom, registers, etc. |
|  |  |
| **Communications:** | * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. * To follow agreed policies for communications in the Academy. |
|  |  |
| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the Subject Leaders/Staff to identify resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students. |
|  |  |
| **Other Duties**: |  |
| * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the Academy in meeting its legal requirements. * To promote actively the Academy’s corporate policies. * To continue personal development as agreed. * To comply with the Academy’s Health and safety policy and undertake risk assessments as appropriate.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |
|  | |