Job Description – Finance and Administrative Assistant	
Responsible to	School Business Manager
Pay scale	Pay range 3 (£21,379 - £23,108 FTE Actual salary £13,192 - £14,528 depending on experience)
Terms and Conditions	28 hours per week to be worked over 4 or 5 days 38 weeks per year

Purpose of job

- To provide whole school financial support specifically by setting up and monitoring receipts on Parentpay for school trips, enrichment activities, school catering and music tuition etc.
- To provide more general administrative support for the provision of music tuition.
- To provide more general administrative support for the provision of biometric cashless catering.
- To maintain the Challoner's Girls Foundation database.
- To support the general running of the school on a daily basis.

Main duties and responsibilities

- **Parentpay**

Setting up all payment schedules on Parentpay to include school trips, music tuition, equipment and ticket purchases, cashless catering etc
To deal with parental queries in regard to their use of, and payments to, Parentpay
To chase any overdue payments
Issue new parents with login information on Parentpay
Post journals on the school's financial system, PS Financials, to reflect money received via Parentpay

- **Music Fees**

To deal with parental queries in connection with music tuition
To collate annual and ad hoc requests for music tuition and work with the Head of Music and/or peripatetic instrumental/voice teachers to accommodate requests
Communicate with parents to confirm arrangements via email through SIMS
To update SIMS records regarding music tuition
To invoice for the payment of music fees
To chase payment of outstanding music fees via email or telephone
To check invoices from music teachers to the music timetable and pass for payment

- **School Trips**

Work with other members of the support staff to deal with parental queries in connection with school trips.
To chase for payment of any money outstanding either via email or telephone
To provide other members of staff with information regarding trip payments

- **Databases**

To use SIMS to provide parental contact information

To use SIMS Intouch to contact parents as necessary

To update records with information regarding music tuition

To record donations and pledges received by the school on the school's fundraising database (Raiser's Edge).

To provide reports and information from Raiser's Edge as required

To submit annually any claims for Gift Aid to HMRC

To reconcile the CGF bank statement to database records held in Raiser's Edge

The detail of this job description may vary from time to time to reflect the changing needs of the school.

General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
4. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
6. To participate in the School's performance management process.
7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
8. To undertake training and development relevant to the post.

Person Specification – Finance and Administrative Assistant

Qualifications	1. Five A* - C grades at GCSE including English and Maths, or equivalent (E) 2. A levels (D)
Experience	3. Strong administrative skills and experience (E) 4. Experience of using IT to support finance/administration including the accurate use of spreadsheets and Word and mail merge(E) 5. Experience of administering database systems involving large numbers of staff and/or students or large data sets (E)
Knowledge, Skills and Personal Qualities	6. The ability to work in a team, to be flexible to the needs of the school (E) 7. To be comfortable dealing with staff, parents and students on a daily basis (E) 8. Competent and effective user of IT, including Excel and Word and having the ability to learn to use SIMS (school database) relatively quickly (E) 9. Ability to work very accurately even when under pressure (E) 10. Ability to work under pressure and remain calm (E) 11. Abilities to be proactive, work as part of a team, to work independently and to think laterally and creatively (E) 12. Working knowledge of SIMS (D) 13. Experience of working in a school environment (D) 14. Willingness to adapt to changing needs and circumstances (E) 15. Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E) 16. Confident liaising with parents on the telephone (E) 17. Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E) 18. Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality (E) 19. Commitment to equal opportunities and the equal value of all members of the school community (E) D = Desirable E = Essential