



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Finance and Operations Administration Assistant
GRADE	Scale 4 (Range 7 – 10)
RESPONSIBLE TO	Deputy Finance Manager/ Administration Officer Human Resources / Exams, Systems and Data Manager
JOB PURPOSE	To assist the Finance and other Operational teams with the administration of an effective and efficient support service

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

FINANCE

- administer the school's purchase ordering system
- processing, in a timely and accurate manner, all income (from cash book, remittance advice notes and bank statements), all expenditure, including direct debits and standing orders (from invoices, where available, or from schedules) and sales invoices and credit notes
- assisting with processing of automated payment runs, manual cheques and remittance advices in conjunction with the Deputy Finance Manager
- processing banking/cash collection in conjunction with the Deputy Finance Manager
- routine and incidental liaison with all staff internally, as well as outside contact with suppliers, clients, agencies, parents, etc being mindful of the need for tact, diplomacy and confidentiality where necessary
- producing spreadsheets and reports showing analysis of costs and information as required
- support the processing of information on a range of school management information systems including SIMS, Resource 32000 (Finance Management System) and any other Finance/HR system for finance and HR analysis purposes

- assisting with the proper handling, security and safekeeping of school cash, cheques and other financial resources

HUMAN RESOURCES (HR)

- to undertake a range of clerical duties such as word processing confidential documents and reports, answering telephone queries, photocopying, mail sorting, document collation, including payroll documentation and criminal record checks, etc in support of the department
- assist with the administration of the recruitment process in line with DfE "Safer recruitment" guidelines (Keeping Children Safe in Education), staffing appointments and all related personnel matters including payroll and pensions
- collecting and collating payroll information for input and production of monthly payroll and related reports
- assist with maintaining and monitoring confidential records relating to staff, including recording of all sickness or other absences, contractual changes etc
- to maintain, at all times, security and confidentiality of all HR records in the school
- assist with the input and management of HR data successfully, ensuring it is both accurate and timely
- to assist with the preparation, completion and submission to the DfE on a range of statutory returns e.g. workforce census
- communicate effectively with all staff and support the work of the Deputy Finance Manager, Administration Officer HR and Director of Operations as necessary

DATA & EXAMS

- supporting with the administration processes of Examinations using internal software (SIMS) and Exam Board sites where needed, including the organisation of Invigilators
- working with exams team and SLT to review / amend school polices timelines for Non Examination Assessments (NEAs)
- contribute to the evaluation and development of the effective use of Data within DMHS
- maintain and update information held on SIMS including but not limited to course details, student details, assessment and examination data
- assist with the administration of the school reporting process for both internal reporting and statutory returns

GENERAL ADMINISTRATION

- opening departmental post

- carry out other duties and responsibilities, of a similar nature and at a similar responsibility level to those described above which may be allocated from time to time within the general nature of the post
- all staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with