



**Job Title** Office and Finance Administrator  
**Reporting to:** Office Lead  
**Location:** Nishkam Primary School

Nishkam Primary School is a multi-faith Sikh ethos, school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

The School Office and Finance Administrator is responsible for delivering a high level of customer service and ensuring accuracy in assisting with administrative and financial systems within the school.

## Duties & Responsibilities

<b>Data</b>	<ul style="list-style-type: none"> <li>- To ensure that all available data is entered onto the Trust's MIS (SIMS/data systems) in accordance with deadlines.</li> <li>- To manage arrangements for the transfer of data and information to, and from, the school databases, through secure links with legitimate government agencies. (CTF files).</li> <li>- To produce clear, concise and accurate information to support Senior Leaders in raising standards of performance in school.</li> <li>- To maintain student specific data to a high standard, along with set up and review of complex data.</li> <li>- To check and verify the accuracy of all such data, to ensure data is accurately collected and stored.</li> <li>- To use data to identify and monitor the progress of specific groups of students.</li> <li>- To use data to help evaluate whole school performance.</li> <li>- To take part in the completion of school and other requests for census information as necessary with a particular focus on student data, ensuring that information is accurate, completed within agreed time scales, and approved by senior staff.</li> <li>- To ensure that staff members have access to relevant data notifying them as necessary when new data becomes available.</li> <li>- To communicate with colleagues as necessary in order to gather assessment data.</li> <li>- To assist in the organisation, administration and distribution of reports to parents and staff.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>- Undertake general financial administration including inputting and reconciling.</li> <li>- Undertake regular reconciliation of ParentPay accounts and deal with parent enquires, managing debt (chasing overdue accounts).</li> <li>- Lead on ParentPay for attendance and adjusting meal patterns as necessary</li> <li>- Maintain Free School Meal records and monitor compliance.</li> <li>- Provide financial data as required to support the preparation of reports for the Governing Body.</li> <li>- Monitor income and expenditure in order to access the income against the cost of after school clubs, school trips, music lessons, lunches etc...</li> <li>- Be responsible for the administration of school milk to include: Collecting e-payments via ParentPay, ordering milk accordingly and monitoring free milk eligibility for FSM and under 5-year-old children.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>- Contribute to the maintenance of School Information Management System (SIMS/CM).</li> <li>- Add pupil data to the SIMS system for new admissions.</li> <li>- Maintain manual and computerised records and management information systems.</li> <li>- Provide general clerical support including word processing, and other IT based tasks requiring knowledge of various ICT packages.</li> <li>- Be responsible for producing basic reports, information and data as requested for the completion and submission of forms, returns etc., including those to outside agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>- Assist with and undertake delegated tasks in line with financial administration procedures.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>- Undertake reception duties such as answering the telephone and assisting in managing the front desk.</li> <li>- Manage stationery stock levels and order necessary supplies.</li> <li>- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/ staff, etc.</li> <li>- Assist in arrangements for school visits and events, including booking transport.</li> <li>- Undertake training in the use of the school's print solution and be a 'champion' thereafter.</li> <li>- Managing the school diary, entering dates and events when necessary.</li> <li>- Undertake other tasks as may be reasonably required.</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>- Contribute to the overall ethos/work/aims of the school.</li> <li>- Appreciate and support the role of other professionals.</li> <li>- Attend relevant meetings as required.</li> <li>- Participate in training and other learning activities and performance development as required.</li> </ul>

**Signature of Manager:** \_\_\_\_\_

**Date:**        /        /

**Signature of post holder:** \_\_\_\_\_

**Date:**        /        /

# PERSON SPECIFICATION

<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>
<b>Qualification or Training:</b>	<ul style="list-style-type: none"> <li>Relevant NVQ Level 3 in office administration or finance qualification</li> </ul>	<ul style="list-style-type: none"> <li>A professionally recognised qualification in ICT or data management</li> <li>Relevant degree</li> </ul>
<b>Experience &amp; Knowledge:</b>	<ul style="list-style-type: none"> <li>A minimum of one year's experience in using SIMs data system</li> <li>Understanding data management</li> <li>Excellent working knowledge of Microsoft Office programmes to include Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of one year's relevant experience in educational data management, e.g. SIMS</li> <li>Secure understanding of financial procedures</li> <li>Experience in analysing trends and recommending practical measures for improvement</li> <li>General two years' experience in data management</li> <li>Experience of using ParentPay</li> <li>Experience of working within a school</li> </ul>
<b>Practical Skills:</b>	<ul style="list-style-type: none"> <li>The ability to work in a team and individually</li> <li>The ability to use IT and specialist equipment</li> <li>The ability to assess and interpret complex data</li> <li>The ability to produce reports</li> <li>Excellent analytical and problem-solving skills</li> <li>Flexible approach</li> <li>Good organisational skills</li> <li>Excellent communication skills both written and spoken</li> <li>Efficiency, accuracy and attention to detail</li> <li>Works well under pressure</li> </ul>	<ul style="list-style-type: none"> <li>To be very competent in operating the trusts MIS system (SIMS)</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>To continue personal development as agreed in performance management</li> <li>To engage actively in the performance review process</li> <li>To address the performance management targets set by the line manager</li> <li>Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>Contribute to the overall ethos/work/aims of the school</li> <li>To work very occasionally in other Trust sites</li> </ul>	