

Cavendish Close Infant and Nursery School

Job Description

School Administration & Finance Assistant

Grade:	Grade C, point 5, £23,500 per annum, pro rata (equivalent to £12.18 per hour)
Contract:	Fixed term contract to cover maternity leave, term time, part-time only
Hours:	24 hours per week
Responsible to:	Headteacher, School Business Manager & School Business Officers

Function:

To provide general administrative, clerical and financial support to the school.

The post holder will be expected to work with new technology. Existing knowledge of school procedures and systems would be beneficial but is not essential. Excellent literacy and numeracy skills are required.

Duties and responsibilities:

Reception

- To act as the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure that school security arrangements are always complied with, ensuring visitors use the sign in security system and wear the issued badges
- To assist in arrangements for visits by various professionals such as photographer, social workers, Local Authority representatives, etc.
- To provide hospitality for visitors to the school
- To accept and sign for deliveries as appropriate

Clerical

- To collate dinner numbers daily and take to the kitchen
- To undertake clerical duties arising from school meals provision
- To operate the school's computer-based administration systems
- To assist in maintaining all children's records within the management information system, adhering to data protection procedures at all times
- To input and extract data from manual forms/computerised management information systems
- To undertake word processing, emailing, photocopying, scanning, filing, completion of routine forms as required, including the basic maintenance of the photocopier
- To assist in the use of the school text service to communicate with parents as and when required
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To open, sort and distribute mail and post outgoing mail
- To provide any other general clerical support as required

Finance

- To assist the admin and finance team in placing and processing orders/invoices and ensure that all goods are checked on receipt, signing off deliveries and arranging payment of invoices as required - adhering to correct segregation of duties and financial procedures at all times
- To be responsible for the collection of dinner / school trip / uniform etc. monies, issuing receipts and liaising with parents
- To assist in the operation of free school meals checking / authorisation etc.
- To assist with the arrangements for banking as and when required
- To carry out all financial procedures in accordance with appropriate LA and school financial regulations and policies

General

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- To adhere to and promote the relevant policies and procedures
- To undertake and comply with required training as and when required
- To adhere to requirements of confidentiality, GDPR and relevant school policies

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher, School Business Manager and School Business Officers to carry out any other appropriate duties within the context of the role.