



RUSH COMMON SCHOOL

JOB DESCRIPTION

Job Description for:

ACCOUNTABLE TO: (All staff work under the direction of the Headteacher and Leadership Team with delegated authority).

APPRAISAL: The post-holder will be subject to the Academy's annual performance appraisal process.

POST: Administrator and finance assistant

GRADE: 6

RESPONSIBLE TO:

1. JOB PURPOSE

Under the instruction and guidance of senior staff, provide general administrative and financial support to the school. This is a varied and challenging role and requires the post-holder to be articulate, confident and methodical with good organisational skills.

2. ORGANISATIONAL STRUCTURE

As per staffing structure review.

3. KEY RESPONSIBILITIES AND TASKS

Organisation

- Assist in arrangements for educational visits and residential trips via Parentmail and ensure expenditure and income are balanced.
- Management of school dinners and payments on Parentmail
- Manage the organisation of clubs and activities, including enrolment forms, creating registers and liaising with external providers.
- Undertake reception duties when required, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupils as required, looking after sick pupils, liaising with parents/staff etc

Administration

- Maintain manual and computerised records e.g. inputting staff absences on management information system (SIMS)
- Produce lists/information/data as required from SIMS or Parentmail
- Undertake administrative procedures including school census
- Administrative support for charitable activities e.g. World Vision, comic relief etc



- Support the running and organisation of external books supplier for staffroom e.g. Book People.
- Provide general admin. support as required e.g. photocopying, filing, emailing, intouch, complete standard forms, respond to routine correspondence.

Resources

- Use Trust finance system to place orders for the school, check deliveries or service received and agree invoice for payment.
- Organise competitive quotes for items or services including travel for school trips.
- Provide information for staff on expenditure versus budget in different cost centres using the Trust finance system.
- Track expenditure of pupil premium, sports premium and catch up funding
- Track income and expenditure of fundraising streams e.g. Donatemyschool and FoRC and provide information and reports.
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS)
- Provide general advice and guidance to staff, pupils and others

Note:

- This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed as required by the school.

RESPONSIBILITIES

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

4. JOB CONTEXT

The jobholder reports directly to the Headteacher or Operations Manager and is part of the Administration and Operations team. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act he/she should operate within the parameters as agreed by the Headteacher.

5. MOBILITY CLAUSE

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be the Rush Common School but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, and organisational



needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

6. CONTACT WITH OTHERS

To include:

- Headteacher
- Governors
- Parents/carers
- School staff
- Pupils
- Visitors from other schools, agencies and organisations

7. PERSON SPECIFICATION

- Above average interpersonal and communication skills
- Ability to work individually as well as part of a team
- Able to manage time, workload and people effectively
- Able to prioritise
- Flexible in time-keeping
- Good sense of humour
- Willingness to undertake further training
- Integrity, confidentiality and sensitivity
- Ability to relate well to children and adults

8. KNOWLEDGE SKILLS AND EXPERIENCE

Essential

- NVQ2 or equivalent qualification or experience in relevant discipline
- Numerate and literate
- Use of ICT packages
- Good keyboard skills
- Identify own training and development needs and cooperate with means to address these

Desirable

- NVQ3 or equivalent qualification
- Knowledge of SIMS
- Knowledge of relevant policies, codes of practice and awareness of relevant legislation

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.



Signed: (employee):

Signed: (on behalf of the Academy):

Date: