

Role	Grade	Reports to
Admin & Finance Officer	Grade 4	School Administrator/Operations Manager

**Main purpose of the job:**

To provide an efficient, responsive and high quality administrative and financial support to the school.

**Key relationships:**

The post holder will report to the School Administrator / Operations Manager. Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, pupils parents.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities**

- To arrange payment of invoices, liaise with suppliers as appropriate and raise invoices.
- Undertake routine financial administration procedures, ensuring that work is accurate, of a high standard and is in accordance with the school financial procedures and regulations, whilst ensuring the efficient delivery of consistent financial reporting.
- Ensure the safe receipt handling and banking of monies and cheques received.
- Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.
- To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff.
- To arrange meetings, conferences and other events to a high standard.
- Organise business travel arrangements and appointments and maintain up to date diaries on behalf of school staff as required.
- To service meetings and take minutes and or notes and distribute to participants.
- To provide an efficient, accurate word processing support service, carried out to a quality and professional standard.
- To maintain, record and update all administrative information systems and procedures as required, including retrieving and collating information to a high standard.
- To undertake reception duties, dealing with routine and face and face enquiries and signing in visitors.
- To respond independently to correspondence as required.
- To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics.
- To be responsible for the administration of financial systems including the processing and recording of purchases and invoices using a purchase card in line with financial regulations.
- To arrange the orderly and secure storage of stocks and supplies.
- To ensure standard office equipment is serviced regularly.
- To provide general advice and guidance to staff, pupils and others.
- To ensure accuracy and confidentiality of all information produced.
- To provide cover for other administrative colleagues when required.
- To be aware of and support difference and to ensure equal opportunities for all.

***Prospere Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

- To attend and participate in meetings as required.
- To participate in training and other learning activities and performance development as required.
- To converse at ease and provide advice in accurate spoken English is essential for the post.

**All employees in the Trust are expected to:**

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement: [Vision, Values and Strategy - Prospere Learning Trust](#)
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
<b>Qualifications</b>		
Experience of working in an administrative and/or finance support environment	Essential	Application
Numeracy/literacy skills (at a level equivalent to NVQ Level 2)	Essential	Application
Willingness to undergo first aid training.	Desirable	Interview
<b>Knowledge and Experience</b>		
Effective written and verbal communication skills to liaise with a wide range of people at all levels.	Essential	Application/interview
Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales.	Essential	Interview
Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information.	Essential	Application/interview
Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems.	Desirable	Application /Interview
Ability to relate well to children and adults	Essential	Application, Interview
Ability to produce accurate minutes or notes from meetings.	Essential	Interview
Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems.	Essential	Interview
Have a general knowledge and awareness of the regulatory framework of schools and education.	Desirable	Interview
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Essential	Interview
Have the ability to identify your own training and development needs and cooperate with the means to address these needs.	Desirable	Interview
<b>Behaviours and Values</b>		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview



Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
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**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.