

Job Description

Finance/Admin Assistant Providing First Aid Support when required

16th July 2026

Post: Finance/Admin Assistant Providing First Aid Support

Reporting to: Finance Officer & Data Manager

Job Purpose

- Day to day administration of the Academy Trust's financial systems as directed by the Finance Officer.
- To carry out a comprehensive range of finance and administrative tasks to support the school.
- To cover the first aid office during periods of absence by the First Aid Officer or when required.

Main Responsibilities

- Input all purchase invoices and credit notes
- Raise sales invoices in accordance with our external lettings
- School trips to include liaising with subject Teacher to organise and book trips, maintain records of payments from parents, provide regular updates to trip owner.
- Filing
- Dealing with student lunch money including loading onto Arbor and calling parents to request payment top ups
- Answering finance office phone calls and dealing with queries
- Covering in the front office when required
- Annual refund of Arbor balances to year 11's when they leave
- Onboarding of Year 7 's when they start in September
- Maintaining budget spreadsheets
- Monitor department's financial performance. Advise and alert budget holders of potential forecasted financial difficulties.
- Maintaining the sickness record spreadsheet alerting the Finance Officer when employees have met the thresholds
- Other Ad Hoc tasks
- To cover First Aid if the First Aid Officer is not on site

Other areas of responsibility

Safeguarding

- 1) Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- 2) Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- 3) Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.

Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school 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.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.