**Job PROFILE**

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| Post Title | **Finance and Administration Officer** |
| Place of Employment | **Based at Brookfield Junior Academy\***  Aston Community Education Trust |
| Hours of Work | **37 hours per week (Monday to Friday), term time**  Term time includes working 2 out of 5 INSET days each academic year as directed, with availability to work any or all of the remaining 3 INSET days at short notice should the need arise. |
| Salary | **Band E Pro rata salary £17,387 - £18,820**  points 7 – 11 (based on a full time salary of £20,092 - £21,748)  *The salary will increase by an equivalent of 5 days of pay if the appointee has 5 years or more continuous service with the Local Authority.* |
| Appointment | **Permanent, commencing January 2021** |

**Main Purpose and Responsibilities:**

Under the direction and guidance of the Finance Manager for junior academies, you will work as part of a small multi-disciplinary team, co-ordinating and contributing to all aspects of efficient and effective finance, administration and reception services for the academy. The post-holder will be responsible for ensuring the administration office / reception area provides a welcoming and highly professional first impression to pupils, parents/carers, visitors etc.

**Main Duties**

1. **Administration**

To co-ordinate and undertake a variety of general administrative duties as required by the academy and which will include:

* Updating and maintaining academy records which may include registers, pupil database etc., and using records to prepare statutory returns such as the census etc.
* Accurately maintain the Single Central Record, to include details of all safeguarding checks on staff, contractors, regular visitors etc.
* Contact parents / carers by letter or telephone to provide information relating to the academy or individual pupils
* The processing of incoming and outgoing general email and postal mail – ensuring both are directed in a timely manner to the relevant person in school
* Providing support for the organisation of meetings as required, e.g., room booking, setup, refreshments etc.
* Photocopying, faxing, filing of documentation etc.
* Receiving visitors, parents/carers, contractors delivery personnel etc. – ensuring relevant safety and security procedures are adhered to at all times (i.e., signing in/out system, issuing ID badges, ensuring visitors are escorted etc.)
* Day to day reception duties, to include handling incoming and outgoing telephone calls, and efficiently and accurately relaying information, messages etc.
* To respond appropriately to pupil enquiries as required
* To ensure reception area is welcoming and maintained to a high standard

1. **Finance**

To co-ordinate and undertake a variety of duties which contributes to the finance processes within the academy and wider trust, which will include:

* Responsibility for the efficient collection, checking, balancing and banking of all monies
* Efficient purchasing, ordering, receipt and processing of invoices for materials, goods and services for the academy
* Operate petty cash in line with academy/trust regulations
* Use relevant software as directed by the trust finance team
* Liaise with relevant ACET colleagues to ensure the academy is compliant and working in line with the rest of the trust
* Assist in ordering of goods and services used by the academy in accordance with financial regulations
* Complete relevant documentation in respect of educational visits
* Record and prepare monies for collection

1. **General Duties and Responsibilities**

* Co-ordinate the various tasks required in a busy junior academy office, including balancing workloads, prioritising and providing guidance / support to colleagues where appropriate
* Ensure the administration office / reception area reflects the highly professional standards of the academy and wider trust
* To maintain the confidentiality of the working environment
* Support and maintain a positive working environment between colleagues across the academy and trust
* Support academy events, such as plays or awards ceremonies, which may on occasion involve working different hours (for which payment will be made)
* Monitoring of pupils during lunchtime – where required this may involve a ‘duty’ and could include helping to ensure that pupils enter the dining halls in a safe and orderly fashion, supporting behaviour on corridors or generally across the site during lunchtime.
* 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 in accordance with the policy
* To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974
* To understand and comply with procedures for the emergency evacuation of the academy
* Contribute to the overall ethos / aim of the academy and wider trust

1. **Line Management**

* Line manage the Receptionist/Administrator
* Undertake induction / appraisal / training and mentoring of the Receptionist Administrator

The role is based at Brookfield Junior Academy however it may involve working at other academy locations within the trust.

*The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Academy. This is an outline job profile to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.*