



The purpose of the job is to

- Undertake financial and administration for the school and to support the Headteacher and Trustees in maintaining financial control

Duties and responsibilities

- Prepare the draft budget with the Headteacher, and Central Team
- Monitor income and expenditure against the budget
- Support internal audit and year end preparation
- Process income, expenditure and payments
- Process accounts payable and sales invoices
- Interface with Trust HR and support for Headteacher as necessary
- Process and reconcile monthly payroll
- Carry out HR administration
- Maintain the school asset register
- Ensure the servicing, maintenance and record keeping of buildings, contracts, risk assessments and other resources
- Support procurement and Best Value exercises
- Catering & cleaning – monitor the quality
- Keep insurance information up to date and make claims where necessary
- Administer lettings arrangements
- All aspects of Health and Safety on site
- Oversight of the Single Central Record (SCR)
- Attend termly meeting for Finance / SBM staff
- General admin tasks, including staff and pupil MIS
- Dealing with telephone and personal callers, parent enquiries, deliveries and collections in the absence of the Admin Officer.
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Supervision and management

- Supervise kitchen and cleaning staff. Liaise with the cleaner in charge and Cook in day-to-day operations
- Liaise and seek advice where necessary, with School Business Managers / Estates Manager across the Trust in relation to recruitment, finance, HR, premises etc
- Act as a keyholder

Creativity and innovation (i.e., problem solving)

The work is largely regulated by laid down procedures but within these the job holder must deal with routine problems encountered

Decision making

The work is carried out within clearly defined rules and procedures. Within these the job holder decides the order in which to complete tasks

Resources

The post holder is accountable for the accurate handling and recording of school assets
Deploy resources effectively

Working environment

The work is interrupted, particularly by callers and visitors, although this does not usually significantly change the overall programme of work for the post holder

There can be background noise

Job Description – Finance and Admin Officer



Knowledge and skills

The post holder requires the knowledge and skills to undertake a range of office and finance tasks, including word processing, database, and interpersonal / telephone skills

Health and safety

- Promote the safety and wellbeing of all pupils and staff
- Maintain a safe working environment

Whole-school organisation, strategy, and development

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures, to support the school's/Trust's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Provide cover, in the unforeseen circumstance that a member of the admin team is absent
- Promote equality as an integral part of the role and treat everyone with fairness and dignity

Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve own development
- Keep abreast of initiatives and developments relevant to the duties and responsibilities of the post
- Complete regular (at least annual) training on subjects including – but not limited to – safeguarding and cyber security

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The post holder will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.