



## **Penn Wood Primary and Nursery School**

**Better Never Stops: Community, Kindness, Respect, Excellence**

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<b>Post title :</b>	Finance and Administration Officer
<b>School:</b>	Penn Wood Primary and Nursery School
<b>Salary and grade:</b>	Level 5 (SCP 13-23) £28,163 - £33,366 (FTE including fringe allowance) £23,806 - £28,045 (Actual including fringe allowance) Pay Award Pending
<b>Contract Type:</b>	Part time – permanent, 35 hours per week, term-time plus 1 week
<b>Line manager/s:</b>	Senior School Business Manager

## **Main purpose**

The overall purpose of this role is to provide professional financial support to the school. This includes processing purchase orders, invoices, and journals; maintaining the sales and purchase ledgers; and reconciling financial transactions. The role also ensures strict adherence to the school's financial regulations and best value principles.

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## **Duties and responsibilities**

### **Financial Processing and Reconciliation**

- Manage the school's Purchase Ledger:
    - Raise and code Purchase Orders.
    - Process and input invoices.
    - Confirm goods received and ensure timely payment in line with internal authorisation procedures.
    - Assist in maintaining the school's asset register by reporting relevant purchases.
    - Prepare financial journals for approval (e.g. petty cash, banked income).
    - Reconcile Barclaycard statements and post to FMS.
    - Upload BACS payment runs to the Barclays platform when required.
    - Process utility payments and prepare related direct debit journals.
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## Income Generation and Management

- Raise and manage school income invoices (e.g. SEND funding, reimbursements).
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## Contract and Supplier Management

- Maintain and monitor the school's contract register, including reporting renewals and storing signed agreements.
  - Set up and verify new suppliers, including bank detail checks and authorisation.
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## Procurement and Value for Money

- Research suppliers, negotiate discounts, and coordinate whole-school orders.
  - Support procurement by checking COSHH-related purchases for Health & Safety compliance.
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## Administrative Support

- Coordinate school swimming lessons:
  - Liaise with staff and providers, ensuring safeguarding checks are up to date.
- Manage logistics for charity fundraising events and liaise with external organisations.
- Coordinate the archiving of financial records in line with retention and data protection policies.
- Oversee allocation and management of lockers, keys, car park spaces, and security passes.
- Provide general admin support including:
  - Reception cover, call handling, hospitality, and pupil absence reporting.

**Comply with all aspects of Safeguarding and Health & Safety, becoming familiar with school policies.**

**Be committed to continued professional development and supporting team members as required.**

**Undertake any other reasonable duties as directed by the Headteacher.**

## Person Specification

CRITERIA		ESSENTIAL QUALITIES
<b>Qualifications and training</b>	<b>QT1</b>	➤ GCSEs (or equivalent) in English and Maths, grade C/5 or above Relevant finance or accounting qualification (e.g. AAT Level 2 or above)
	<b>QT2</b>	➤ Safeguarding training
<b>Experience</b>	<b>E1</b>	At least 2-3 years' experience of working in a finance role, preferably within a school or education setting
	<b>E2</b>	Experience and understanding of financial systems and processes/
	<b>E3</b>	Experience of adherence to best value processes.
<b>Skills and knowledge</b>	<b>SK1</b>	➤ Knowledge of financial procedures and controls.
	<b>SK2</b>	➤ Excellent attention to detail
	<b>SK3</b>	➤ Previous use of Arbor and FMS
	<b>SK4</b>	➤ Effective communication and interpersonal skills
	<b>SK5</b>	➤ Ability to build effective working relationships with staff and other stakeholders
	<b>SK6</b>	➤ Good time-management skills, including working to deadlines, priority setting, multi-tasking and problem solving.
	<b>SK7</b>	➤ Good working knowledge of Microsoft Office (Excel in particular)
<b>Personal qualities</b>	<b>P1</b>	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
	<b>P2</b>	➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
	<b>P3</b>	➤ Ability to work under pressure and prioritise effectively
	<b>P4</b>	➤ Commitment to maintaining confidentiality at all times
	<b>P5</b>	➤ Commitment to safeguarding and equity, diversity and inclusion