



POST TITLE:	FINANCIAL ASSISTANT - TERM-TIME ONLY
GRADE:	BAND 6, SCP 6 - 11

KEY PURPOSE:

Organisation

- On an ad hoc basis undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- On an ad hoc basis assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.

Administration

- Provide general clerical and admin support.
- Administration of school residential and ad hoc trips including letters and payments
- Provide financial support to include:
 - ❖ Processing orders, invoices and payments,
 - ❖ Handling petty cash and other monies such as 'trip money'.
 - ❖ Administration of the school fund
 - ❖ Adding income to FMS
 - ❖ Reconciliation of Credit Card statement
 - ❖ Income reconciliation in Parent Pay
 - ❖ Maintain manual and computerised records/management information systems e.g. Finance records
 - ❖ Undertake maintenance spreadsheets
- Undertake typing and word-processing and other IT based tasks
- Data input using SIMS, FMS or other IT systems;
- Produce lists/reports/information/data as required e.g. pupil data
- Maintain and collate pupil reports as required
- Undertake routine administration of school lettings and other uses of school premises.
- Raise invoices as required including half termly invoice for current school letting.
- Research best value for purchases
- Collate orders from staff for the attention of the headteacher.
- Processing of agency/supply staff – ie employment checks etc.

Range of Decision Making and Guidance

- Make decisions using initiative where appropriate within established working practices and procedures.
- Work under the guidance of the Headteacher and SLT, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.
- Gather information for the school, on the direction of the Office Manager from within school and beyond to facilitate the work of the Headteacher and SLT.

- The postholder will be expected to use good common sense and initiative in all matters relating to:
 - the conduct and behaviour of individuals, groups of pupils and whole classes
 - the correct use and care of materials by individual and small groups of pupils
- To interpret guidelines from other staff on the preparation of documents and materials.
 - the safety, mobility (if required) and hygiene and well-being of the pupils.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Provide general advice and guidance to staff, pupils and others

Responsibilities

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be vigilant for signs of neglect of children and to report any suspicions of this nature to the school's Named Person.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.