

Job Description and Person Specification

Job title	Finance/Administrative Officer – level 3
School	
Salary grade	E
Work location	
Reports to	School Business Manager
Supervises	Administrative staff

JOB PURPOSE

Under the guidance of senior staff, be responsible for undertaking, administrative, financial and organisational processes within the school.

This job falls within the definition of regulated activity and therefore will be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART

An up-to-date organisation chart, showing reporting lines.

MAIN DUTIES AND RESPONSIBILITIES

- Deal with complex reception/visitor matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Make arrangements for school trips, events etc.
- Supervise, train and develop staff as required
- Manage manual and computerised records and management information systems and databases
- Maintain records, analyse and evaluate data/information, and produce reports as required, using IT software such as SIMS, Excel etc.
- Provide personal, administrative and organisational support to other staff and/or the Governing Board
- Complete and submit complex forms and data returns, including for outside agencies (e.g. DfE)
- Complete and submit forms to Payroll and HR (and issue contractual documentation if required)
- Make arrangements for staff recruitment activities
- Manage administration of facilities including use of school premises
- Monitor and manage supplies within an agreed budget
- Manage uniform/snack shops in the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement of supplies and services

MAIN DUTIES AND RESPONSIBILITIES

- Assist with promotion and marketing of the school
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of the budget
- Attend and participate in relevant meetings as required
- Participate in training and other learning and development activities as required
- Establish constructive relationships and communicate with other agencies/professionals
- Use own strengths and areas of expertise to advise and support others
- Other duties, as required, in accordance with the level and nature of the post

- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

SCOPE (impact on/control of resources, people, money etc)

Budget responsibility for supplies
 Supervises administrative assistant(s)/apprentices

PERSON SPECIFICATION

Essential/
Desirable

Qualifications

GCSE Maths and English to grade C or above (or equivalent)	E
A level education, or NVQ 3 in relevant area (e.g. business administration), or equivalent experience in relevant discipline	E

Experience

At least two years clerical/financial/administration experience	E
Experience of development, management and operation of administrative systems	E

Knowledge and understanding

Knowledge of first aid	E
Very good understanding and knowledge of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	E
Understanding of need for confidentiality	E

Skills and abilities

Ability to use Outlook, including all relevant features	E
Ability to use a web browser to access information and carry out research	E
Very good ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E

Excellent numeracy and literacy skills	E
Ability to relate well to children and to other adults	E
Ability to work as part of a team	E
Excellent communication skills, written and oral	E
Work-related personal qualities	
Able to identify own training needs and willingness to take part in learning and development activities	E
Able to stay calm under pressure	E
Tact and diplomacy	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential