

GLF Schools - Job Description

Job Title:	Office Assistant with Finance & Marketing responsibilities	Job Reference:	
Location:	Springfield Primary School	Travel Required:	No
Core Purpose			
To provide high quality, varied administrative support for the school including financial and student welfare tasks. You will be based in our main school office and will be the firstpoint of contact for receiving & processing payments and online financial transactions.			
Key accountabilities			
<ul style="list-style-type: none"> • Maintain robust administration systems, processes and procedures for the school's financial information which ensure effective integration into the GLF Finance systems. • Use Bromcom, PS Financials, School Comms and any other computer applications to perform daily tasks. • Ensure the banking and record keeping for school meals is recorded on ScoPay against relevant student in a timely fashion. • Monthly reconciliations and reports. • Ordering, receipt and distribution of goods – reconciliation of delivery notes to orders. • Entry of invoices onto PSFinancials for authorisation by the Headteacher. • Deal with finance and general office queries on telephone or email as required. • Maintain filing system for orders, invoices and delivery notes. • Receive cash and reconcile cash sums as necessary. • Take cash to the bank. • Process requisitions, orders and goods receipting on PSF. • Input financial data into PS Financials. • Liaise with suppliers to resolve any queries, deliveries etc. • Resolving parental enquiries for online payments. • Oversee the financial requirements of school lettings. • Provide financial and administrative support as a member of the school's support staff team for a variety of departments. • Reconciling the credit statement. • To support the first aid lead with all first aid treatment. • Produce the weekly school newsletter. • Marketing the school and nursery. 			
Training & Continuing Professional Development			
<ul style="list-style-type: none"> • Undertake professional development relevant to this role. 			
General			
<ul style="list-style-type: none"> • Undertake any other duties that may reasonably be assigned by Line Manager or SLT. It is expected that as part of the Support Staff Team you will share your skills and knowledge to ensure the smooth running of the school's administration needs at all times. Your Line Manager will identify appropriate opportunities for skills exchanges to take place. 			

- Duties are subject to change by negotiation and agreement with the Headteacher and post holder.
- Any other duties commensurate with the role as directed by the Headteacher

Accountable to

- Office Manager
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.