



## Making People Successful

Job Title	School/Finance Administrator
Grade/Salary Range	RG3 SCP 5-11
Hours of Work	37 Hours per week – Term Time Only

### Supporting The School's Visions & Values

As a member of staff at Manor Primary School the post holder is required to:

1. consistently conduct their role in order that the school's vision of Making People Successful is achieved for all children and adults within the school
2. continually contribute to the school's success through its vision statement and modelled behaviour towards anyone in the school
3. safeguard all children by ensuring the school's policies on Safeguarding, Health & Safety, confidentiality and data protection are rigorously implemented and promoted at all times
4. ensure that all visitors to the school are welcomed in a positive manner and that the safeguarding ethos of Manor Primary School is upheld at all times.
5. be an excellent role model to children in the school
6. promote a culture of inclusion within the school community where all views are valued and taken into account

### Statutory Responsibilities of the Role

This role has no statutory responsibilities but is expected to understand the importance of teaching staff who are required to work within the "Ofsted: The Framework for School Inspection"

### Designation of Post with School

- The post holder is directly accountable to the School Business Manager
- The post holder has the direct accountability for the delivery of specific tasks to ensure the smooth running of administrative services to the whole school community

## Main Purpose of Role

The School Finance Administrator is responsible for:

1. Dealing with and responding to a variety of contact from pupils, staff and visitors including direct, telephone and written/e-mail correspondence and ensure clear, precise and accurate information is given.
2. Supporting the school by undertaking a variety of tasks which will include, but is not exclusive to:
  - a. executing general office administration – including typing, email management, photocopying, data entry, message delivery, creating certificates, newsletters, creating and distributing letters on behalf of the school, post management
  - b. dealing with sales in respect of school uniforms, lunch events, school concert tickets and any areas which generate income for the school
  - c. ensuring appropriate registration and recording of new parental visits, absent or late or non-collected pupils
  - d. ensuring where pupils have to leave school for appointments during the school day they are recorded and where the pupil receives paid transportation, this is available and appropriate
3. Promoting and encouraging the receipt of free school meal entitlement
  - a. processing all paperwork
  - b. collating accurate daily numbers of school lunch orders and free school meal numbers and liaising with the kitchen team to ensure all children receive correct meal
  - c. conducting accurate reconciliation of weekly invoicing numbers for school and ensuring FSM records from kitchen are correct
4. Assisting in the development and ongoing maintenance of a variety of IT and manual pupil and staff record systems, including but not exclusive to maintaining:
  - a. accurate and up-to-date SIMs records – working to resolve any errors and generating reports as required
5. Supporting the school in their requirement to maintain human resources records including;
  - a. working with office and school business manager in all recruitment matters
  - b. dealing with all matters in respect of staff training – booking, arranging travel, ensuring staff kept updated
6. Working with the Office and School Business Manager to ensure the school's regulatory and legislative requirements for Health and Safety are maintained. This includes:
  - a. dealing with pupil welfare, RIDDOR reports, liaison with parents where children are unwell
  - b. maintaining a fully stocked first aid kit
  - c. ensuring awareness of up to date first aid procedures, undertaking training as required
7. Receiving delegated tasks from the School Business Manager and/or Office Manager in respect of financial matters relevant to the school. These include:
  - a. processing purchase orders, invoices, cheques and vouchers
  - b. handling incoming and outgoing monies and recording accordingly on variety of systems
  - c. assisting with trip organisations
  - d. processing of amazon orders and reconciliation of the school credit card statement

8. Working alongside the School Office Manager to ensure the school website remains up-to-date and relevant to the life of the school and encouraging the community to use the website and contribute ideas to develop the communication strategy of the school

## Gateway Criteria

In order to progress through the Gateway the school administrator must be able to demonstrate the following abilities:

- a. resolving issues within the office, without referring to the Office or Business Manager
- b. interpreting simple data for the office manager
- c. participating in the documenting and reviewing of admin procedures as well as assisting in their implementation
- d. covering in the absence of the Office Manager – taking on appropriate duties
- e. fostering positive working relationships with the community in organising school events – disco, Christmas Fair etc.
- f. specialist treatments for pupils (diabetic check, insulin injections etc.)
- g. able to input new entries and amend school website

## Person Specification

### Specific Requirements

- This post is subject to an Enhanced DBS Check within the legislative framework of the Disclosure and Barring Service
- The post is subject to completing Level One of Health and Safety responsibilities for Manor Primary School
- The post is also subject to attend any identified training to further their development and the development of Manor Primary School

### Qualifications and Experience

- Good general standard of education – GCSE English and Mathematics (or recognised equivalent)
- Previous office based administrative or customer service experience
- Previous experience of working with MS Office packages (word, excel, outlook)

## Required Skills & Abilities

- Good Standard of demonstrable interpersonal and communication skills
- Understand the rules of strict confidentiality and safeguarding practices of Manor Primary School
- Ability to work under pressure and set and meet pre-determined deadline where they may change at short notice
- To be flexible and adaptable to the wide range of duties undertaken
- Able to produce accurate and well-presented work
- Willingness to undertake training and learn new systems
- Ability to deal appropriately with potentially distressed and/or aggressive pupils or parents in person or over the telephone
- Able to input and retrieve data accurately as required from a variety of manual and IT systems
- Ability to work as part of a team and on own initiative with high levels of accuracy with minimal supervision
- Ability to resolve discrepancies without disruption to service
- Ability to act as the first point of contact for the school presenting a professional and friendly manner to all who come into the school
- Able to record and present standard numerical information. Able to check and interpret this information (to the level of recognising if it is inaccurate by being able to carry out basic checks and balances)
- Able to recognise and deal appropriately with non-standard enquiries from members of the public on the phone and able to identify emergency situations that need immediate response.

## Agreement

This Job Description is not your Contract of employment or any part of it. It is prepared for the purposes of school organisation and may change either as your Contract changes or as the school organisation is changed. All changes will include a consultation period. This document must not be altered once it has been signed but it will be reviewed annually by the Governing Body.

Signed - Post Holder	
Date	

Signed - Headteacher	
Date	

