



ELMWOOD INFANT SCHOOL

Job Description

Role Title: Senior Admin and Finance Officer	Spinal Column Points: SCP 13–15
School: Elmwood Infant School	Salary (Outer London FTE): £33,012 - £33,987 (depending on experience) <i>Actual salary will be pro-rata based on Term Time + 2 Weeks (41 weeks per year), in line with school support staff working patterns.</i>
Contract: Full-time, all-year-round	Line Manager: School Business Manager Location: School Office

ROLE PURPOSE AND DIMENSIONS

Working under the direction of the School Business Manager (SBM), the postholder will lead and coordinate the day-to-day operations of the school office. The role combines senior administrative responsibility with operational financial duties, ensuring that systems, procedures, and financial processes run efficiently, accurately, and in line with school policies.

The postholder will act as the senior point of contact in the office, supporting staff, ensuring a highly professional service to parents and visitors, and contributing to the effective operation of the school.

KEY RESPONSIBILITIES

1. FINANCE

- Process purchase orders, invoices, credit notes, and payments in accordance with financial regulations and audit requirements.
- Maintain accurate financial records, ledgers, and digital systems, supporting the SBM in preparing monitoring reports.

- Reconcile online payment platforms (e.g., ParentPay), process refunds, monitor outstanding balances, and produce termly reconciliations.
- Manage financial administration for trips, clubs, enrichment activities, and other chargeable services.
- Prepare payroll information including overtime, supply claims, and variations, ensuring accurate and timely submission.
- Support the SBM with procurement by obtaining quotes, maintaining contract information, and tracking renewal dates.
- Assist in preparing documentation for audits and year-end financial closedown.
- Ensure all financial practices meet local authority guidance and school finance procedures.

2. OFFICE LEADERSHIP AND SENIOR ADMINISTRATION

- Lead the daily operation of the school office, ensuring tasks are allocated effectively and deadlines are met.
- Provide direction, support, and guidance to the Admissions and Admin Officer and other office staff as required.
- Ensure high-quality communication across the school community, including letters, newsletters, website updates, and digital messages.
- Maintain efficient office systems, procedures, and filing structures, reviewing and improving processes where necessary.
- Oversee visitor reception processes, maintaining safeguarding compliance and ensuring the office presents a warm, professional environment at all times.

- Produce accurate documents, reports, and returns, including those linked to pupil records, staff administration, and compliance.

- Coordinate school-wide administrative tasks such as data updates, parent briefings, termly calendars, and preparation for events and meetings.

- Act as the central operational contact when the SBM is off-site, escalating issues appropriately.

3. DATA, RECORD-KEEPING AND COMPLIANCE

- Maintain up-to-date and accurate pupil, staff, and financial information across the school's MIS and financial systems.

- Support statutory submissions (e.g., school census, workforce census, financial returns) by gathering data, completing designated sections, and ensuring accuracy.

- Ensure full compliance with GDPR and data protection regulations in all record-keeping.

- Maintain administrative policies, templates, and manuals to ensure consistency and compliance.

- Uphold robust audit trails for procurement, finance, contracts, and record-keeping processes.

4. CONTRIBUTION TO SCHOOL ETHOS

- Provide a professional, courteous, and high-quality service to parents, carers, staff, governors, and all visitors.

- Model the school's values through positive communication, confidentiality, and inclusive practice.

- Work collaboratively as part of the school's support team, contributing to a welcoming and supportive atmosphere.

- Participate in relevant training to maintain high standards of professional knowledge, particularly relating to finance systems, administration, safeguarding, and compliance.