

# Job Description: Senior Administration & Finance Officer

**Salary Scale** NJC Scale 5/6

**Contract Type** Term-Time Only (TTO) + 2 weeks (41 weeks total / 36 hours per week)

**Reports To** Deputy Headteacher (Operational) / School Business Manager (Finance & Strategy)

**Responsible For** Ensuring the smooth running of the school office and its functions.  
Line Manager for the Admissions Lead

## Purpose of the Job

To act as the operational and financial anchor of the school office, ensuring administrative workflows and day-to-day financial processing run seamlessly. The postholder will provide day-to-day transactional support to the part-time School Business Manager (SBM), process school orders and invoices, and direct the work of the Admissions & General Admin Officer.

Day-to-day transactional processing.

## Key Responsibilities

### 1. Financial Administration & SBM Support

- Process purchase orders and supplier invoices on the school's financial management system, ensuring correct cost codes are applied and necessary approvals are obtained in line with financial regulations.

- Monitor school income from online payment platforms (e.g. ParentPay) for school trips, clubs (including Breakfast Club), PTA, charity collections etc. Reconcile transaction reports and actively chase outstanding parental debts.
- Maintain neat, audit-ready financial files. Act as the primary on-site link for the part-time SBM, preparing for payment runs, bank reconciliations, and financial queries for their attention during their days on site.
- Manage the daily school petty cash float, process petty cash claims, and prepare cash or cheque deposits for banking where necessary.

## **2. Office Supervision & Workflow Tracking**

- Coordinate the daily workload of the school office, ensuring consistent reception coverage and a welcoming environment for parents and visitors.
- Directly supervise, support, and conduct performance appraisal for the Admissions Lead.
- Maintain and track the school's administrative calendar (including statutory returns, school census deadlines, primary/secondary transition milestones, and parental communications) to ensure tasks are completed punctually without requiring SLT intervention.
- Act as the primary point of resolution for complex parental queries, contractor issues, or administrative bottlenecks before they reach the Deputy Headteacher.

## **3. Admissions Oversight & Data Quality**

- Work closely with the Admissions Officer to monitor the pupil recruitment pipeline, tracking applications and ensuring incoming families face zero friction during onboarding.
- Cross-train extensively in the school's Management Information System (MIS) and admissions procedures to provide seamless, hands-on operational cover during periods of staff absence.
- Oversee the maintenance of accurate pupil records, ensuring GDPR compliance. Ensuring accuracy at all times, enabling smooth submission of reports e.g. for the school census.

#### **4. Communication**

- Ensuring a smooth and timely passing on of information from the office to all appropriate teams.
- Provide a concise weekly briefing to the Deputy Headteacher on office operations, highlighting completed milestones and escalating only exceptional matters.