



Leckhampton

C of E Primary School

Job Title: Finance and Administrative Assistant

Salary Scale Point: Grade 3 SCP 5 (Actual Salary 19,284 pay award pending)

Relationships

The post holder is responsible and accountable to the Head Teacher and to suitably qualified staff allocated by the Head Teacher.

Job Purpose

To work under the instruction/guidance of the Finance Premises Team Lead and Business Administration Team Leader to administer the school payment system, first aid system, and process orders and invoices.

Generic Responsibilities:

- Uphold the Code of Conduct of the School.
- To carry out any other duty which is deemed reasonable by the Head Teacher or line manager.
- Be aware of and comply with policies and procedures especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Adopt confidentiality at all times.

Specific Responsibilities

- Administer the school payment system and reconcile payments, including school meals and events.
- Liaise with parents and catering contractor to ensure pupil level information is shared and maintained.
- Administer and maintain pupil profiles.
- Process orders and invoices under the direction of the Finance Premises Team Lead
- Receiving, checking and distributing goods delivered.
- Administer the school's first aid system including inputting data onto school management system.
- Joint Reception, telephone and reprographics duties
- General administrative duties including filing.
- To undertake any other duties of a similar level and responsibility as may be appropriate.

Experience

- Previous experience of working in an administrative setting

Qualifications

- Good numeracy/literacy skills

Willingness to acquire/develop knowledge and skills in these areas

- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to self-evaluate learning needs.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding other's roles and responsibilities and your own position within these.

Person Specification

Criteria	
Qualification	<ul style="list-style-type: none">• Good numeracy/literacy skills• Able to use and manage aspects of FMS, ParentPay and SIMS (training will be given)• Ability to deliver good consistent customer service• Enhanced DBS and relevant disclosures
Experience, Knowledge and Skills	<ul style="list-style-type: none">• Basic knowledge and understanding of methods of ordering and purchasing.• Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Excellent communication and organisational skills• Ability to organise own workload and determine priorities within the working day• Ability to handle sensitive and confidential information and issues appropriately• Ability to self-evaluate learning needs and actively seek CPD• Good time management skills
Professional and Personal Qualities	<ul style="list-style-type: none">• Warm and approachable manner with good inter-personal skills• Ability to organise and prioritise own workload.• Ability to manage time effectively and work to deadlines.• A collaborative team member• Ability to demonstrate the school's core Christian Values.• A willingness to contribute to the wider life of the school

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.