

## School Support Staff

### Job Description

<b>Reference:</b>	<b>SCH001</b>	<b>Grade Dependent on Experience</b>
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<b>Job Title:</b>	<b>Administrative and Finance Officer</b>
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<b>Main Purpose of Job:</b>	<b>To support the school administrative and financial function</b>
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<b>Main Duties</b>	
<b>1</b>	Greet visitors - staff, parents, pupils, deliveries and general public – providing assistance to them, and effectively distributing everything received (paperwork, money, goods). Operate switchboard, transfer calls, take messages, deal with queries.
<b>2</b>	Undertake ancillary office duties including photocopying, sorting, collating and filing.
<b>3</b>	Using <b>Insight</b> Data Tracking, enter data in time for EQUA Data Grabs throughout the year, chase teachers for any missing data.
<b>4</b>	Staffing - ensure cover for sickness and staff training using supply or redeploying other staff members. Ensure all new staff have correct checks and references in place, safer recruitment procedure to be followed. Liaise with LA for starters and leavers and adjustments. Send extra hours and other adjustments every month to LA for payment.
<b>5</b>	Single Central Record/DBS – Staff, Governors and Volunteers using <b>HR Portal FS4S</b> .
<b>6</b>	Administer First Aid, medication administration and reporting to parents using <b>Medical Tracker</b> .
<b>7</b>	Catering – Manage the staff, monitor expenditure against income, chase parents for debts, prepare menus in conjunction with catering team, post journals in <b>SAGE 200</b> for meals sold to Rushall.
<b>8</b>	Invoices – Post into <b>SAGE 200</b> , get HT to approve, collate and send to CFO for payment.
<b>9</b>	Income - Post into <b>SAGE 200</b> , information from <b>Perspective Lite</b> (NPA), <b>Weduc</b> , parents, other schools, etc.
<b>10</b>	Admissions – Manage applications through <b>Portal</b> with LA, reply to in-year transfer requests from LA, collect information forms, be available for the information evening in June. Administer information forms and CTF's in <b>Scholarpack</b> , the schools management information system (MIS). <b>DfE Secure Sign</b> in School to School.
<b>11</b>	Trips – Send letters to parents, collect permission and payment, ensure transport is booked, risk assessments in <b>Evolve</b> , act as Education Visits Coordinator for the school.
<b>12</b>	Premises – Organise repairs or replacements, book trades where necessary in liaison with EQUA. Review ongoing maintenance plans, redecoration and building projects, including outside areas of the school, have oversight but generally EQUA.
<b>13</b>	Health and Safety – Risk Assessments, COSHH.
<b>14</b>	Cleaning - Manage staff, order cleaning products, organise cleaning schedules including school holiday cleaning requirements.
<b>15</b>	Supplies – order supplies in line with budgets and staff requirements
<b>16</b>	School Website, newsletter and other comms – Keep up to date, gather information and write the weekly newsletter, ensure all stakeholders know what is going on and when.
<b>17</b>	Extra curricular clubs administration, liaising and booking external providers, in conjunction with Admin assistant, ensuring sufficient viability of paid clubs before committing.

<b>18</b>	Provide cover for Administrative Assistant during lunch break or as required.
<b>19</b>	Be a keyholder for the school.
<b>20</b>	The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

### **Supervision and Management**

The jobholder does not have regular responsibility for supervising staff, but may be required to assist in work familiarisation for new recruits.

### **Key Contacts And Relationships**

Head Teacher  
Leadership team,  
Governors  
Staff  
Pupils  
Parents,  
Head Teachers of partner primary schools and colleges;  
members of the local community and local business  
members of the LA  
outside agencies  
Admin staff from other primaries.

### **Decision Making**

The work is carried out within clearly defined rules and procedures. Within these the jobholder takes decisions such as whether there is space for new admissions to the school; determining the order in which to complete tasks.

### **Resources**

The jobholder is accountable for the accurate handling/security of cash, which may amount to hundreds of pounds.

### **Working Environment**

The work is interrupted, particularly by callers and visitors, although this does not usually significantly change the overall programme of work for the jobholder.

The jobholder is the first point of contact for visitors and the reasons for the contact may on occasion be contentious. There is occasional background noise.

### **Knowledge and Skills**

The jobholder requires the knowledge and skills to undertake a range of office and reception tasks, including word processing, database and interpersonal/telephone skills. Knowledge of SAGE 200 is desirable but not essential.