

# Wiltshire Council

## School Support Staff

### Job Profile

<b>Reference :</b>	SCH005	Grade G
<b>Job Title :</b>	"Administrative Officer" or "Finance and Admin Officer"	
<b>Main Job Purpose :</b>	To run the school office, carrying out all administration and financial control duties for the school.	

#### Main Duties :

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1.	BUDGET - prepare the draft budget, present to the full Governing Body for approval and send to LEA. Monitor expenditure, report progress (quarterly income and expenditure, trial balance and CFR) and make adjustments. Send reports to Governors Finance Committee, Full Governing Body and LEA. Draw up end of year reports and establish Accruals and Rollover.
2.	ACCOUNTING - Manage the main school account; enter and check income from DfES, LEA, Standard Fund, other grants and donations. Carry out bank reconciliation. Prepare and submit VAT return. Input VAT refund. Create and action journals for Direct Debits e.g. rates, and "Right Choice" services purchased from the LEA. Maintain bank mandates and BACs etc.
3.	PAY and Personnel matters - Interface with schools HR and payroll, submit claims (supply teachers, support staff overtime, expenses) Check pay and undertake payroll reconciliation. Issue pay slips. Ensure requests for staff contracts are correct and relayed to LEA. Advertise vacant positions and administer selection procedures.
4.	CASH MANAGEMENT - Account for cash received for dinners, uniform, outings, music lessons, photographs, donations etc. Count, record and bank this cash. Submit invoices for dinner money, residential trips, music lessons etc. and lettings.  EXPENDITURE - Prepare invoices and match against orders/ delivery notes, obtain authorisation, print cheques, obtain signatures and send cheques.
5.	RECORDS, REPORTS AND RETURNS: Maintain staff and pupil records, including Attendance and KS1, KS2 Assessments and Foundation Stage Profiles. Make staff and pupil returns as required, including, PLASC, Job Vacancies, Pupil Tracking, Early Years, Class Size, Attendance, Racial Incidents, KS1 and KS2 SATs results, Foundation Stage Profiles. Send reports by e-mail, Securenet and S2S.

<b>Main Duties</b>	
<b>6.</b>	GENERAL ADMINISTRATION: FOR EXAMPLE:: Book transport, book training courses, book supply teachers, book photographer, arrange venues; administer breakfast club, after school clubs, pre-school/nursery. Organise "Contacts" lists, severe weather procedures and fire drills. EMERGENCIES - Provide first aid support as required.
<b>7.</b>	PROMULGATING INFORMATION - Write and distribute newsletter (signed by Head Teacher) to give information to parents. Provide data, assemble, print and distribute Children's Reports. Write, obtain, copy and distribute information to staff. Write and distribute information to local organisations.
<b>8.</b>	PREMISES AND PROPERTY - Administer school property, oversee the servicing, maintenance and repair of buildings, plant, equipment and fixture and fittings. Control and re-order stock (stationery and educational consumables, uniform) taking account of "value for money". Research the best "value for money" and order equipment for the head teacher.  CATERING AND CLEANING - monitor the quality, order and make payments for equipment and supplies with "value for money" in view.
<b>9.</b>	GOVERNORS FINANCE COMMITTEE - Service the committee, write the agendas, take the minutes, provide the reports and papers, undertake the actions. Ensure that legal and LEA requirements are met
<b>10.</b>	ACT AS RECEPTIONIST - Dealing with telephone and personal callers, parent enquiries, deliveries and collections.

<b>Supervision and Management</b>
The jobholder does not have regular responsibility for supervising other staff, but may be required to assist in job familiarisation for new recruits.

<b>Creativity and Innovation (i.e. Problem Solving)</b>
The job holder works within a general framework of recognised procedures but develops systems to improve processes and regularly drafts correspondence, newsletters and fliers.

Key Contacts and Relationships	Reason for Contact
Head Teacher Teachers Caterers Grounds Maintenance Team LEA Diocese - SDBE Bus Company Cluster Schools Tradesmen	Many reasons e.g. authorisation signature, correspondence etc. Many reasons, e.g. pupil attendance, supplies Dinner orders Security, work required. Many reasons e.g. free school meals administration Training courses, buildings Timings, transport for outings Meetings, training Servicing, new equipment

<b>Decision Making</b>
<p>There are clearly defined rules and procedures but within these there are choices to be made, e.g. the jobholder recommends the allocation of expenditure from different budgets and decides on supply orders.</p>

<b>Resources</b>
<p>The job holder is responsible for handling incoming cash although this is not one of the major responsibilities of the job.</p>

<b>Working Environment</b>
<p>The job is normally subject to interruptions e.g. from visitors or telephone callers, pupils and staff, and occasionally this leads to the jobholder switching to a different programme of tasks. There is occasional background noise from pupils. The jobholder has contact with the general public and this may be on contentious matters.</p>

<b>Knowledge and Skills</b>
<p>The jobholder needs the ability to undertake a variety of advanced tasks relating to administrative support and financial control of a school. This requires a detailed level of knowledge and skills in budget preparation and the development of office processes.</p>