

Job description: School Administrator (including Finance)

Employment details

Job title:	School Administrator (including Finance)
Reports to (job title):	Principal
Type of position:	35 hours per week 38 weeks per year
Hours of work:	08:00 – 15:30
Level and scale point:	Grade 5

Areas of responsibility:

DAILY DUTIES
<ul style="list-style-type: none"> Act as a point of contact for visitors to the school, and dealing with enquiries from parents, members of the public and staff.
<ul style="list-style-type: none"> To provide support to the front office to ensure that all parents and members of the public are dealt with promptly and the image of the school is enhanced and good relations fostered.
<ul style="list-style-type: none"> Provide admin/secretarial support to members of SLT as required, including the school newsletter and staff briefing notes.
<ul style="list-style-type: none"> Process and compile the school booking system for Parents Evenings.
<ul style="list-style-type: none"> To be responsible in liaison with the Principal and Vice Principal for regular update of the school website including the update of the School Calendar and ensuring that the website is fully compliant with statutory requirements.
<ul style="list-style-type: none"> Review purchase requisitions and raise purchase orders for equipment and consumables (ensuring stock levels of school resources are maintained) process invoices accurately, ensuring that bills are paid promptly and records are up to date. Utilise correct ledger codes that accurately reflect the school budget.
<ul style="list-style-type: none"> Develop and maintain administrative and clerical systems relating to financial records

<p>and service contracts to ensure the provision of effective administration services.</p> <ul style="list-style-type: none"> • Complete all finance journals accurately including credit card expenditure.
<ul style="list-style-type: none"> • To be responsible for all matters relating to school policy compliance & staff training records.
<ul style="list-style-type: none"> • Manage the schools electronic booking system and timetable for the Wraparound club with daily communication to the relevant staff.
<ul style="list-style-type: none"> • Pursue income generation activities and grant funding applications, including the preparation and submission of bids and other income generating, ensuring opportunities are maximised to support school development.
<ul style="list-style-type: none"> • Liaise with contractors/suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value, ensuring 3 quotes are obtained where necessary.
<ul style="list-style-type: none"> • Liaise with suppliers all costs and bookings regarding Educational visits, uploading all data to the Evolve system, communicating and reviewing with Parents, the details regarding educational visits. Track all relevant expenditure and income to trips to ensure best value is achieved.
<ul style="list-style-type: none"> • To assist Office Manager in preparation for audits, in liaison with the Chief Finance Officer.
<ul style="list-style-type: none"> • To manage the School Inventory system ensuring that relevant equipment is uploaded on the system on a regular basis and monthly audits are undertaken
<ul style="list-style-type: none"> • Undertake any other work requested by the Office Manager, Principal and Trust's Chief Finance Officer as required.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and the school would aim to reach agreement on any changes

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Person Description: Finance/Web officer

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> GCSE's with a minimum of a C grade (or equivalent) in maths and English. Full DBS certificate with barred list check 	<ul style="list-style-type: none"> Evidence of personal commitment to CPD. Experience of financial administration
Experience	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none"> At least 12 months experience working within a busy office environment. Experience of using computers for office administration. 	<p>The successful candidate may also have experience in the following areas:</p> <p>Experience of working in a school office</p>
Knowledge and skills	<p>The successful candidate will:</p> <ul style="list-style-type: none"> Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. Possess strong interpersonal skills. Be able to communicate clearly, both written and orally. Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. Be organised, accurate and thorough in their work. Be dependable, able to follow instructions and respond to management directions. Have good working ICT knowledge including Microsoft Office. Have a willingness to extend skills through appropriate training. The ability to record and analyse data using different systems. An understanding of the importance of confidentiality. An understanding of GDPR Be an effective team player that works collaboratively and effectively with others. 	<p>The successful candidate may also have the skills to:</p> <ul style="list-style-type: none"> A finance qualification. General awareness of bookkeeping, accountancy software, including invoice and purchase ledger input.
Personal qualities	<p>The successful candidate will display the following personality traits:</p> <ul style="list-style-type: none"> A warm, engaging and transparent personality The ability to remain calm A willingness to go the extra mile An ability to quickly adapt to changes 	

The successful candidate will be able to meet the attributes of the Trusts Values:

Aspiration

- Inclusive and respectful to all our colleagues
- Keen to keep developing and receptive to change
- Reflective and learn from mistakes

Believe

- Passionate and have a positive outlook
- Confident to share their opinions and ideas and value those of others
- Solution focused

Community

- Considerate of all
- Welcoming
- Adaptable
- Understanding of the needs of the wider community
- Look after our own and each other's well being