

AMHERST SCHOOL

Job Description



Role:	Office and Finance Administration Assistant
Grade:	Administration – Level 3
Salary	KR5 £20,595 - £21,693 FTE (pro rata to £10,401 - £10,956)
Hours	22.2 hours per week, worked Wednesday, Thursday and Friday
Responsible to:	School Business Manager

Purpose of the Job:

To provide office and finance administrative support to the school under the management and guidance of senior staff.

Key duties and responsibilities:

1. Provide office and finance administrative support to the school.
2. Process, maintain and monitor financial records relating to expenditure and income and processing invoices.
3. Process the monthly corporate card statement.
4. Maintain the financial filing systems
5. Assist with preparation for internal and external audit visits.
6. Analyse and evaluate data and information and run reports.
7. Operate bespoke school information management systems (SIMS and FMS).
8. Undertake word-processing and IT based tasks
9. Liaise with pupils, parents/carers and staff.
10. Answer the phone and record and distribute messages effectively
11. Respond to, distribute and file emails
12. Prepare and print weekly attendance and lunch registers
13. Record student absences and late arrivals
14. Collate and process future absence requests
15. Supply kitchen with lunch numbers and allergen information
16. Record meals taken on SIMS
17. Process DBS checks
18. Train as a first aider.
19. Point of contact for sick pupils, liaise with parents/carers/staff
20. Administer medication
21. Contribute to the planning and development of administrative procedures and systems.

Individuals in this role may also undertake some or all of the following:

1. Respond to reception and visitor enquiries.
2. Organise arrangements for school visits and events.
3. Monitor and manage a limited range of stock within an agreed budget.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

All staff employed by the school share the responsibility for safeguarding and promoting the welfare and health and safety of children and must be familiar with the relevant school policies and guidance.

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Person Specification



The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent (desirable) • GCSE grade A-C (9-5) in English and maths or equivalent (essential)
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a school office (desirable) • Experience of SIMS/FMS (desirable but training can be provided)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work in a team. • Organised and methodical approach to working. • Ability to process and monitor financial records accurately. • Literacy and numeracy skills. • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions. • Interpersonal, organisational and administrative skills. • Diary and time management skills. • Ability to develop and maintain effective computerised and manual filing systems. • Ability to organise and prioritise workload to achieve deadlines. • Ability to investigate complex queries and anomalies when required. • Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. • Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol. • Knowledge of a range of IT systems. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues.