

Job Description – School Secretary/Finance Assistant

General Responsibilities

Provide a welcoming primary point of contact for parents, dealing with any questions that arise in the first instance, or referring them on to ensure that these are dealt with effectively.

- To work as a member of the school administrative team, answering the telephone and filtering calls, dealing with queries personally, where possible, enlisting assistance when necessary and appropriate
- Posting on social media, Facebook and Instagram
- Managing the email boxes of Admission, Office and Headteacher.
- To assist with the management of extra-curricular clubs. Co-ordinating with outside companies. Facilitating invoicing to parents. Organising registers for club.
- To ensure school security arrangements are always complied with.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.
- To liaise with teachers for trips/sports events/bikeability/swimming – producing letters organising transport as necessary (including school mini bus)
- To liaise with staff to manage trips and providing parents with the means to pay online using ParentMail payment system.
- Admission of any new pupils, via telephone, email and in person. Liaising with the Early Years Manager and teachers regarding taster sessions for new pupils. Preparing offer letters. Notifying finance team with regard to new admissions to facilitating billing.
- Updating and maintaining website.
- Weekly Newsletter.
- Preparing the monthly payroll changes emailing for submission to the bureau.
- Processing salaries on banking system and reconciliation of banking.
- Payment of PAYE & NI to HMRC monthly.
- Invoicing whole school fees to parents. Including funding claims for KCC. Follow-up on outstanding school fees.
- Preparing supplier invoicing.
- Facilitating teacher and staff pensions to necessary companies.
- Use Office 365 and Bromcom database to a competent level as required for data and letters.
- Contact parents when children are absent if there is no prior communication.
- Manage requests and database for wraparound care and Holiday Club and invoicing.
- Deal with minor injuries and illnesses.
- File any necessary documentation appropriate to your specific administrative role.
- Regularly update data about children, including personal information, contact details, medical information.
- Monitor accident/sickness levels of children.
- Liaise with kitchen staff and provide them with daily updates of the pupil roll and any changes to medical info, allergies or specialist dietary requirements.
- Print and collate prospectus information, ensuring an appropriate ‘stock’ is always made available.
- Ordering of stationery and other sundry items.

- To record the attendance and absence of all children on MIS system.
- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
- Effectively manage and prioritise workload

Personal qualities

- Willingness to support the welcoming and kind ethos of the school
- Confident social skills and an excellent telephone manner
- Cheerful, showing commitment, enthusiasm and an appreciation of the strengths of others
- Able to deal with tricky situations effectively
- The capacity to remain calm and cope with the unexpected.

Qualifications

- GCSE English and Maths grade C or above (or equivalent).
- Relevant qualifications in administration

Experience

- Experience of developing, managing and operating administrative and organisational systems
working in an office environment good typing skills/word processing
- Ability to produce professional, accurate and factual documents and communicate them with clarity
- Excellent literacy/numeracy skills
- Competent use of IT packages
- Ability to work under pressure and prioritise effectively
- The ability to communicate clearly, accurately and effectively with a variety of people both orally and in writing
- Commitment to maintaining confidentiality at all times
- Awareness of GDPR regulations
- Paediatric First Aid qualification would be an advantage, but training is available.

This job description accurately reflects the requirements of the job at this time but may be subject to change from time to time to meet the changing needs of the School.