

**Maypole Primary School**

**Administration/Finance Assistant Job Description**

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| **Job Title:** | | Administration/ Finance Assistant |
| **Grade:** | | Kent Range 5 |
| **Responsible to:** | | Office Manager and Head of School |
| **Purpose of the Job:** | | |
| To provide general clerical or administrative support to the school under the direction or instruction of senior staff. | | |
| **Key Duties and Responsibilities:** | | |
| * Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Head teacher * Update manual and computerised records/management information systems.   Individuals in this role may also undertake some or all of the following:   * Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors. * Open, sort and distribute incoming mail and post outgoing mail. * First point of contact for sick pupils, liaise with parents / carers / staff. * Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required. * Ensure collection of attendance registers. * Arrange orderly and secure storage of supplies. * Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary. * Arrange and coordinate appointments and meetings on behalf of the Head teacher and other senior members of staff, organising venues and equipment, dealing with relevant documents. * First point of contact for sick pupils, liaise with parents/carers/staff. * Assist with arrangements for school visits and events. * Ordering of products through various channels * Processing invoices onto FMS6 * Undertaking weekly payment run * Raising income related invoices and ensuring we receive payment * Processing income received on weekly bank statement * Reconciling the school corporate credit cards * Processing of staff overtime   In addition, all members of the school community are expected to:   * Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern. * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.   Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. | | |
|  | **Criteria** | |
| **Qualifications** | NVQ 2 or equivalent | |
| **Experience** | Operational experience of administrative systems | |
| **Skills and Abilities** | * Ability to Communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator * Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided * Ability to work to deadlines, eg when studying * Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Confidence and ability to ask questions relating to achieving the task * Confident telephone manner and ability to write down accurate messages * Good organisational skills, gained either through a course of study or within paid or voluntary work * Ability to use a filing system, once training has been provided * Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes * Ability to retain and use a range of new information * Ability to work confidentially, keeping work-related issues and discussions in the workplace * Willingness to attend training courses which help you in your current role and develop your potential for other roles | |
| **knowledge** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems. * Awareness of equalities and diversity issues – respecting the needs and views of other people * Understanding of health and safety issues within the workplace, once these have been explained | |