



# Orchard Academy Trust

Hildenborough Crescent, Maidstone  
Kent, ME16 0PG  
Telephone: 01622 757350  
Executive Head: Mrs A Crittenden



## **Barming Pre-School & Primary School**

### **Job Description**

<b>Job Title:</b>	Finance Assistant
<b>Grade:</b>	KRB (£23,338.00 - £23,921.00 FTE)
<b>Hours:</b>	22.5 hours per week (Mondays, Tuesdays & Fridays - Term-Time Only)
<b>Weeks per year:</b>	38 weeks
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Finance Officer

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### **GENERAL INFORMATION:**

As a member of the school business team, you will have responsibility for the administration of the school's finance and other administrative functions, ensuring these are completed efficiently and effectively.

You will support the School Leadership Team and colleagues within the school business team to ensure the smooth and efficient day-to-day operation of the school.

### **PURPOSE OF JOB:**

To provide general finance and administrative support to the school under the direction or instruction of the School Leadership Team and Trust Finance Officer.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Undertake the collection, recording, monitoring and banking of all monies in connection with school trips/activities in order to comply with financial regulations and audit procedures.
2. Administrate school trips (including paperwork, collection and reconciliation of monies etc)
3. Use Arbor MIS to communicate with parents regarding school events and information.
4. Raise sales invoices for Pre School payments and reconcile to the bank account and accounting system.
5. Undertake bookings for the schools wrap around care service and update Arbor.
6. Place and process school orders and invoices.
7. Support with the school meals process.
8. Check incoming stock deliveries and arrange for distribution and storage.
9. Provide general ad hoc administrative support within the school office and to the pre-school

10. Be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
11. Administer medicine to pupils as required, in keeping with the school's policy.
12. Sort and distribute mail accordingly.
13. Undertake the allocation of the school Wonde voucher programme to those pupils who are entitled to receive them.
14. Support administrating school clubs (including paperwork, registers, permission forms, communication with parents, etc.)

### **JOB CONTEXT:**

- The work tends to be task-orientated and routine in nature, working within defined standards.
- The post-holder will use their own knowledge and experience to complete tasks and resolve routine problems or refer to the School Leadership Team or Finance Officer for direction.
- The role requires some previously learned skills/training and involves regular multi-tasking and some prioritisation of workloads as set by the established routine or prioritised by the School Leadership Team or Trust Finance Officer.
- Support and supervision will be available on a day-to-day basis.

### **PERSON SPECIFICATION:**

- You will be able to demonstrate a sound knowledge of finance and administrative processes and working practices in a school setting with proficient numerical, technical and computer skills. Experience of working in a school office is essential.
- An experience of financial management and audit requirements in schools is desirable.
- Experience of financial procedures is desirable alongside a willingness to learn and adapt.
- Experience of MIS or similar school database system will be beneficial.
- You will be confident with IT and experienced in using MS Excel, Outlook and Word or similar.
- You will have a high level of interpersonal and communication skills to communicate financial and personnel information to teachers, other staff and external suppliers. You will be able to deal with parents tactfully and confidentially.
- At all times you will demonstrate the ability to prioritise your own workloads, taking initiative and responsibility for your areas of work and see them through to conclusion. The proven ability to work to tight deadlines will be essential, as is experience of working on a number of different and separate tasks at once and the ability to deal with changing priorities
- You will have a proven ability to work as part of a team
- You will be methodical and organised and competent in maintaining manual filing systems.
- You will have excellent spelling, grammar and proof-reading skills with good attention to detail
- You will have a minimum 5 GCSE's A-C including Mathematics and English (or equivalent)

**Orchard Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**