



## DOVER GRAMMAR SCHOOL FOR BOYS

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### Job Description for Finance and Personnel Assistant

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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#### Job Outline

<b>Post</b>	<b>Finance and Personnel Assistant</b>
<b>Core Purpose</b>	To contribute to the smooth running of the HR & Finance office by providing administrative support to the Finance & Personnel Manager with all aspects of the school's personnel systems, including overseeing cover
<b>Contract Type</b>	Term Time, Permanent Salary: KSC £25,252 - £26,262 FTE, Actual £22,010 - £22,891
<b>Hours</b>	39 weeks a year, inclusive of INSET Days
<b>Line Management</b>	Finance and Personnel Manager

#### Main Responsibilities

<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Undertake a range of personnel procedures, including processing absence requests, drafting a variety of letters &amp; contracts such as offer letters and meeting requests</li><li>• Oversee and organise cover for classes through SIMs and liaise with agencies for any short term cover needs</li><li>• Assist the Finance &amp; Personnel Manager in ensuring that employee records and databases (including the SCR) are kept up to date and that leavers are archived correctly as per KCC's record &amp; retention policy</li></ul>
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	<ul style="list-style-type: none"> <li>• Assist with the monitoring of staff absences</li> <li>• Assist with monthly payroll processes, including overtime claims and absences</li> <li>• Produce lists, information and data as requested by senior staff or external agencies</li> <li>• Use manual and computerised records and management information systems</li> <li>• Maintain a flexible approach to your responsibilities, undertaking responsibilities as the request of the Finance Manager and/or Headteacher</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with aspects of the school's finance by helping with a range of financial procedures, including placing orders, invoicing, banking cash, issuing receipts and dealing with supplier issues</li> <li>• To undertake training as necessary</li> <li>• To engage actively in the appraisal process and address the appraisal targets set by the line manager</li> <li>• To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> <li>• To adhere to the school's policies and procedures</li> <li>• To take reasonable care of his/her own health and safety and that of others who may be affected</li> <li>• To show a record of excellent attendance and punctuality</li> <li>• To undertake cover for classes, where there is no one else available to cover</li> <li>• To undertake any other duty as specified by the Headteacher or Chair of Governors not mentioned above</li> </ul>
<b>Liaising With:</b>	Headteacher, Senior Leadership group, Extended Leadership group, Subject Leaders and relevant teaching and support staff, parents, and outside agencies as required.
<b>Disclosure Level:</b>	Enhanced

