

Administration/Finance Assistant

Contract Type: Permanent, 39 weeks per year (term time only plus 4 days) plus 18 hours/year to attend Governing Body meetings

Salary: KSB (£25,126 which will be pro-rata to £17,917)

Hours: Part Time – 30 hours per week worked over 4 days (to include Thursday and Friday) from 8am – 4pm

Plus there will be an additional 18 hours paid annually to attend and minute the Governing Body meetings which take place nine times a year

Reporting to: School Business Manager

About the Role

We are seeking a proactive and detail-oriented Administration and Finance Assistant to support the smooth running of our school office and financial operations. This is a key role that combines clerical, organisational and financial duties, contributing to the effective functioning of the school and ensuring excellent service to staff, pupils, parents, and external stakeholders.

You will be one of two part-time members of staff working in our school office, therefore the successful candidate will need to demonstrate strength in working with others, but equally the confidence to work independently.

In addition, you will act as clerk to the Governing Body providing administrative assistance to the Governors and minute taking at the meetings.

Key Responsibilities

Administrative Duties

- Act as the first point of contact for visitors and callers, handling queries professionally and efficiently.
- Provide general clerical support including word processing, filing and mail handling.
- Implement and maintain efficient office systems for paperwork, documents and computer-based information.
- Assist with the admissions process and the onboarding of new pupils.
- Organise meetings, appointments, school events, clubs and trips.
- Assist with attendance monitoring and reporting.
- Support communication efforts including newsletters, emails, and website updates.
- Ensure compliance with data protection and confidentiality policies.
- Manage school meals administration.
- Provide administrative support to the School Business Manager

Finance Duties

- Process orders, invoices, receipts and general enquiries.
- Maintain supplier accounts and parent payment accounts.
- Organise the ordering of school uniform and fulfilment of parental orders.
- Manage the office supplies
- Collect and record payments from parents/carers.
- Produce financial reports and data as required.
- Assist with financial administration for school lettings.

Clerk to Governors

- Notify Governors and committee members of meeting dates.
- Collate and circulate papers for Governing Board meetings within deadlines.
- Attend meetings to take minutes and advise on procedural issues.
- Provide effective administration of membership including assisting with governor elections, onboarding new governors and maintaining accurate records.
- Ensure statutory policies are in place and reviewed as required.
- Liaise with the Chair of Governors to track progress on agreed actions.

Compliance and safety

- Ensure the office and school adhere to policies and procedures including child protection, health and safety and GDPR.
- Handle visitor management including safeguarding checks.
- Report any safeguarding concerns.

Person Specification

Qualifications

- GCSEs in English and Maths (or equivalent).

Experience

- Previous experience in administrative and/or finance roles.
- Experience working with children or young people is desirable.
- Familiarity with school environments is an advantage.

Skills and Abilities

- Strong IT skills including Word, Excel, MS Office.
- Excellent organisational and prioritisation skills.
- Effective communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy in financial record-keeping.
- Ability to handle confidential information with discretion.

Knowledge

- Understanding of financial procedures and school administration systems.

- Awareness of safeguarding, data protection and health & safety protocols.
- Familiarity with school record retention policies and IT systems.

Personal Qualities

- Commitment to the school's values and ethos.
- Integrity, honesty, and professionalism.
- Adaptability and resilience under pressure.
- A positive and collaborative approach to work.