

# **YALDING ST. PETER AND ST. PAUL C OF E PRIMARY SCHOOL**

## **JOB DESCRIPTION**

**Job Title:** Finance/Administrative Assistant

**Job Holder's Name:** \_\_\_\_\_ **GRADE: KR4**

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To work under the direction and guidance of the Headteacher, governors and Office Manager, to carry out a wide range of administrative and finance tasks, and to help run a friendly but efficient school office.

### **Main Duties and Responsibilities**

- To manage and take responsibility for some aspects of the financial systems (FMS6 and BPS) within school, including school ordering, purchase orders, invoicing and processing money from parents and services.
- To help monitor the systems in place in both the office and wider school to ensure and improve value for money.
- To update and maintain both school and children's records, extract information from government and LEA websites, and produce ad hoc reports/print-outs.
- To take responsibility for the monitoring of school dinner money payments and the daily notification of numbers to the caterers.
- Using SIMs, to complete, store and transfer school data and children's records, populate system with new admissions information, update attendance etc.
- To support Office Manager in completing HR duties as relevant: starters, leavers, salary changes, recording staff absence and overtime etc.
- To prepare and compile evidence for audit of the Voluntary fund.
- To maintain and update the School Diary and Asset Register.
- Shared responsibility for reception and telephone, take messages, filter enquiries as appropriate, respond to pupil and parent enquiries.
- General typing, word-processing and emailing of letters and memoranda, composing letters for signature etc.
- Administer medicines and first aid to pupils to ensure their welfare at school.
- To coordinate letters and registers for after school clubs.
- Such other duties as the Headteacher, governors or line manager may from time to time require.

This job description encompasses in general terms the normal duties which the post-holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.

Feb 2020