



Kent County Council

Job Description: HR-Finance Assistance

School:	Langafel CoE Primary School
Grade:	Kent Range 4
Responsible to:	Business Manager

PURPOSE OF THE JOB:

To provide general administrative support to facilitate the efficient running of the finance and human resource functions of the school.

KEY DUTIES AND RESPONSIBILITIES:

Finance Duties

- Place and process orders and log invoices.
- Check incoming stock deliveries and arrange for distribution and storage.
- Maintain records of free school meals and undertake related financial administration, in accordance with KCC financial regulations, such as catering returns.
- Occasionally prepare monies for banking and bank as necessary.
- Administration of ParentPay to include money collections debt recovery.
- To collect and record School Trip/Event money.
- To ensure equipment purchased is added to the asset register and marked appropriately, and items requiring disposal are removed and recorded appropriately.
- To carry out all financial administration in accordance with appropriate LA and school financial regulations and policies.

Personnel Duties

- Maintain the single central record
- Requesting and chasing references for new employees.
- Setting up DBS checks with the school's provider.
- Disseminating/collection of relevant forms relating to absence and claims to all staff.
- Entering staff absence on SIMS.
- Entering staff training and CPD on SIMS/maintaining the school records.
- Assisting with the SWC.
- General personnel filing.

Support for the School

- To support Langafel School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required;
- Attend and participate in meetings as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher/Business Manager to carry out appropriate duties within the context of the job, skills and grade.



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Person Specification: Administration/Finance – Level 2

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ 2 or equivalent
EXPERIENCE	Operational experience of administrative systems – knowledge of school systems would be advantageous.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Standard keyboard skills • Literacy and numeracy skills • Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows Word package and basic spreadsheet and database functions • Ability to organise and prioritise workload to achieve deadlines • Ability to communicate effectively and in a courteous manner, in person and over the telephone • Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information • Ability to investigate queries and anomalies when required • Ability to operate computerised and manual filing systems and to make improvements where necessary • Ability to take accurate notes and minutes of meetings • Co-ordination skills when arranging meetings and appointments • Ability to process and maintain financial records • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages • Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol • Knowledge of computerised and manual filing systems • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety