



Finance and Administration Officer – Maternity Cover

Post: Finance and Administration Officer

Salary Scale: SCP 22-25 (£20,661 - £22,658) 37 hours per week term time only plus 10 days to meet the requirements of the school.

Responsible to: Head Teacher and School Business Manager

Job Purpose – The Finance and Administrative Assistant will:

- Be responsible for the administration of the school's financial management package;
- Guide administrative staff in effective office systems management;
- Provide support to the School Business Manager in their responsibilities.

Financial Administration

Effective and efficient financial management is key to the successful educational provision at East Herrington Primary Academy. To this end the post holder will be required to support the School Business Manager in the monitoring of the school's delegated budget whilst complying with financial management standards set by the EFA including FMGS and external auditing.

Key Tasks:

- To research and ensure 'best value' suppliers for the purchase of all goods and to maintain office supplies within the establishment costs budget;
- To process requisitions, place orders, record deliveries and deal with invoices;
- To be responsible for the monthly reconciliation of bank statements/income;
- To operate account control for budget petty cash/school fund;
- Ensure high quality documentation;
- Liaise with SBM regarding budgetary issues / payroll.

Office Systems

The post holder will play a leading role within the main office and will be required to advise on and facilitate effective office systems management strategies in line with the school's needs.

Key Tasks:

- Produce relevant information for the school Leadership Team, Governing Body and outside agencies as necessary;
- Facilitate the effective and efficient operation of administrative procedures within the main school office;
- To type confidential items, take minutes and maintain confidentiality as requested by the Leadership Team;
- To be responsible for an up-to-date and efficient data base of all staff and pupil details using the school's management information system SIMs;
- Maintain single central record for safeguarding, carrying out preliminary checks for DBS forms;
- Oversee the preparation and submission of the workforce census as required.

General Office Administration

The post holder will promote effective strategies to ensure that the school's administrative function is best placed to meet the needs of the school and its wider community.

Key Tasks:

- To advise and help staff in all matters relating to school issues;
- Develop and maintain good communications within school between teachers, support staff, pupils, parents, governors and the community;
- Distribute goods and orders;
- Oversee the recording and postage of all outgoing mail;
- Reception of visitors to school;

Requirements

- Participation in training and development courses as required;
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and policies of the governing body and the Department for Education (DfE);
- Being an effective role model for the standards of behaviour expected of pupils.

Professional Values and Practice

- Treating pupils with respect and consideration;
- Working collaboratively with colleagues as part of a professional team;
- Reflecting upon and seeking to improve personal practice;
- Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in school;
- Building and maintaining successful relationships with pupils, parents / carers and staff;
- The Post holder must promote and safeguard the welfare of the children and young people that come into contact with.
- The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.
- The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.
- The Post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other relevant Policies.
- The Post holder must comply with the Academy's Health and safety rules and regulations and with Health and Safety legislation.

In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested by the Headteacher or School Business Manager.

This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.