

**Job Description**

**POST: School Finance Administrator**

**RESPONSIBLE TO: Business Manager**

**SALARY: Scale 4 NJC point 7 to point 11 £25,584 to £27,269 (£22,500**

**to £23,976 pro rata)**

**LOCATION: Grange Park Primary School**

**WORKING PATTERN: 37.5 hours per week**

**39 week contract (term time only plus 1 week for PD days)**

**Monday – Friday 8.00am – 4.00pm with half an hour unpaid lunch**

**CONTRACT: Permanent**

**DISCLOSURE LEVEL: Enhanced DBS**

**KEY RELATIONSHIPS: Working with the Business Manager, Headteacher, SLT Community and Academies Trust, Central Team, Local Authority, Parent and Carers**

**Main Purpose:**

A busy public facing administrative support role with a finance focus. The post holder will be confident in dealing with members of the public and proficient in working with different IT systems and applications. The purpose of the role is to provide integral and cohesive support to the efficient day-to-day operation of the school office and wider school, with a finance focussed remit; working with relevant staff to support the school’s operational needs.

**MAIN DUTIES RESPONSIBILITIES:**

**Administrative Support –**

**Supporting office and wider school colleagues with all duties in the school office, especially at peak times of the day, including but not limited to –**

* Assisting office colleagues with parent queries both in person and on the telephone, ensuring the visitor intercom and telephone are answered in a timely manner.
* Provide support in greeting visitors and receiving deliveries, and dealing with associated administration (security badges, checking documentation, signing delivery notes).
* Taking external calls from outside agencies such as local authority, healthcare providers and other external support agencies to book meeting space, liaise with school staff, and respond to queries.
* Be a point of contact for pupils requiring help/support and referring them to other

appropriate staff in school as necessary.

* Support in administering medications to pupils as required, ensuring parents have completed the relevant consent form, and that medications are administered in line with the school policy.
* Contacting parents as requested by school staff i.e. for illness, accidents, collection queries, lost property etc.
* Attend and participate in relevant meetings as required i.e. fortnightly one to one meetings, termly team meetings and annual whole school Trust meetings.
* Play an integral role in wider school life, such as attending school events such as rewards assemblies, attendance at school Christmas dinner, and providing support at school activities such as Sports Days.

**Specific responsibilities**

**Order and Invoice Processing**

* Be committed to the Trust “No PO, no payment” policy.
* Liaising with school departments to place orders through the finance system, taking ownership for all order processing, in line with Trust policies, scheme of delegation and authorisation workflows.
* Set up new suppliers, adhering to Trust and Inland Revenue policies.
* Coding invoices on finance system, liaising with central Trust colleagues to ensure timely capture on BACS runs.
* Be a first point of contact for supplier queries, liaising with Trust colleagues to ensure a successful resolution and continued good supplier management.

**Sales Invoicing and Income**

* Raise sales invoices for hire of school premises at the direction of the School Business Manager.
* Comply with Trust policies in relation to credit control and debt collection procedures.
* Maintain a system of reporting for income streams including SEN, LAC, Nursery and PP funding, with direction and guidance from the School Business Manager.
* Monitor dinner money income and expenditure.
* Make manual adjustments and payments on Parentpay for wraparound and childcare payments.
* Ensure Parentpay debts for dinner money, breakfast club and trips are regularly communicated and resolved.

**Financial Transactions and Cash Handling**

* Reconciliation of school credit cards through online banking portal; ensuring appropriate receipts and authorisation for spend are provided.
* Take ownership of cash collection, ensure income received is receipted and banked promptly to ensure money on site is kept to a minimum.
* Ensure income is coded correctly and promptly on finance system.
* Arranging journals for incorrectly coded items at the direction of the School Business Manager.
* Assist with taking cash and bookings for clubs and trips, maintaining and updating registers, confirming attendance on Parentpay. and liaising with parents and carers.
* Assist with taking cash for breakfast club and dinner money.
* Working alongside the Senior Administrator to assist with the financial aspects of planning school trips and events.

**Financial Monitoring and Responsibility**

* Support school staff to adhere to Trust financial policies and procedures and be alert to unusual or suspicious transactions, reporting these to the School Business Manager as appropriate.
* Provision of financial information for SLT decision making as required by School Business Manager.
* Be proactive in regard to value for money when procuring goods or services.
* Maintain accurate filing systems with knowledge of file retention policies/GDPR.
* Make suggestions to improve administrative processes, in line with an ethos of continuous improvement.

**Budget Planning and Preparation**

* Assist the School Business Manager and Trust colleagues in the preparation of the yearly school budget.
* Have an awareness of departmental budgets and be proactive in highlighting where spend may exceed budget, raising concerns to the School Business Manager.

**Fundraising**

* In conjunction with the School Business Manager, identify potential fundraising opportunities and grant funded projects that the school could benefit from and assist with applications or development of these opportunities.
* Promote and support school fundraising activities.

Other duties of an appropriate level and nature may also be required, as directed by the Head/SLT. Please note that the post holder may be required to work outside of normal working hours for activities, meetings and emergencies.

The post holder is required to support and encourage the trust’s ethos and its objectives, policies and procedures as agreed by the Board of Directors, including child protection matters.

**Health and Safety**

All employees are expected to maintain a healthy and safe work environment.

**Safeguarding Children**

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that allrelevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**School Finance Administrator**

**Person Specification**

**Our Values and Vision**

These are our values. They can be thought of as our ‘non-negotiables’ – beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

**Our Young People**

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

**Achievement – Academic**

We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control (‘knowing what to do when they don’t know what to do’) in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition – ambition not only for themselves but for the communities in which they live and work.

**Achievement – ‘letting your light shine’**

All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

**Achievement – relationships (Starfish Principle)**

Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

**Our Staff**

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

The Trust Board sees all members of the Trust’s staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other – they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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|  | Essential | Desirable |
| Qualifications | Minimum 5 GCSE’s (or equivalent) to include Maths and English at Grade 4 or above. | Completed or working towards a finance qualification such as AAT Level 2 |
| Experience, Skills and knowledge | Proficient with Microsoft applications in particular Word and Excel, along with good attention to detail and accurate data entry.  Good written and verbal communication, with the ability to communicate appropriately to a diverse audience via a range of different methods. A polite and professional telephone manner.  Able to prioritise and manage workload effectively, working to strict deadlines and under pressure to manage conflicting demands.  A sense of initiative, able to deal with problems immediately and investigate any issues.  A neat and tidy appearance, dressing appropriately for the setting and in line with the Staff Code of Conduct.  Professional, approachable and friendly; a good team player who can adapt quickly to assist others.  Empathetic and able to relate well to children and adults, especially in difficult or stressful situations. Able to recognise urgent situations and refer to the appropriate person.  Able to exercise discretion and diplomacy when dealing with sensitive information or heightened emotions.  Emotional resilience and the ability to see positives in every situation. | Experience of specialist finance packages such as Yooz and IMP or school based applications such as Scholarpack or other MIS system. Experience of using Parentpay as an administrator.  Experience of working in a school environment or with children or young people. Previous experience in a finance role. |
| Other | Commitment to safeguarding and promoting the welfare of children and young people; willingness to undertake appropriate professional training to support this.  Willingness to undergo appropriate checks, including enhanced DBS Checks.  Motivation to work with children and young people.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, Staff Code of Conduct). | Knowledge of KCSIE and wider safeguarding practices. |

**Signed:**

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| **Employee:** | | **Line Manager:** | |
|  | |  | |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |