

JOB TITLE: Part Time Administrative Assistant (Finance)

REPORTS TO: School Business Manager / Business Systems Manager

## GRADE: Pay Band 3 (FTE £22,737-£23,130)

FIXED TERM: Until 31 December 2024

**JOB PURPOSE:**

Provide general administrative support to the school finance team.

Work under own initiative to ensure workload is prioritised and efficiently completed.

## KEY ACCOUNTABILITIES

To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work

To be responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible, or with whom you come into contact, by adhering to and ensuring compliance with the relevant Trust/School Safeguarding Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third-party services.

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Appraisal / Performance Management and contribute to the identification of own team development needs

## PRINCIPAL RESPONSIBILITIES/DUTIES

* Provide general administrative support ensuring accuracy and confidentiality at all times

* To help maintain finance records, including electronic systems and records
* Collection, checking and banking of income (e.g. uniform sales, school trip money) including administering online payment systems

* To answer and direct telephone enquiries from staff, pupils, parents and other stakeholders

* Provide administrative support, e.g. photocopying, typing, filing, collation of reports, receiving deliveries

* Distribute staff/departmental mail, opening if appropriate

* Report student and school issues in line with the School’s policies for health and safety, safeguarding, child protection, behaviour management etc

* Attend meetings and training sessions as required

* Be involved in extra curricular activities, e.g. open days, presentation evenings

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after discussion.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust’s academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore desirable.