

Job Description

Finance, HR & Operations Assistant

Job Title:	Finance, HR & Operations Assistant
Grade:	Grade 2C (SCP 14-18)
Directly responsible to:	Strategic Director of Business and Operations
Hours of Duty:	36 hours TTO plus 5 INSET days
	8:45am – 4:30pm (Monday to Thursday) 8:45am – 4.15pm (Friday)
Primary purpose of the job:	
To provide administrative support to the Strategic Director of Business & Operations across the school's finance, HR, compliance, health & safety and operational administration functions. The role requires a highly organised, efficient and flexible individual who is able to work at pace, manage multiple priorities and demonstrate exceptional attention to detail. Strong IT skills are essential.	
Main Duties and Responsibilities/Accountabilities:	
<u>Finance</u>	
<ul style="list-style-type: none"> - Raising and processing purchase orders with suppliers, including placing orders online or by telephone, and ensuring corresponding purchase orders are raised on FMS (Financial Management System). - Processing invoices, credit notes and petty cash transactions on FMS. - Processing the weekly cheque run on FMS. - Reconciling monthly purchase card statements on FMS. - Allocating agreed costs for external service level agreements (e.g. sports coaching) onto FMS, ensuring correct budget coding and accurate financial recording of expenditure. - Completing termly cash flow returns for the school breakfast club. - Maintaining and updating the school asset register. - Supporting month-end and year-end financial procedures, including the preparation of manual journals for direct debits and income. - Maintaining the annual lease return for the local authority. - Arranging the secure disposal of redundant or obsolete assets via approved disposal companies, ensuring the school asset register is updated accordingly. - Maintaining secure financial filing systems, including document retention and disposal in line with school procedures. 	
<u>HR/Payroll</u>	
<ul style="list-style-type: none"> - Booking staff training courses. - Recording staff absences and updating absence management systems as required. - Processing monthly timesheets and submitting to payroll. - Using the school MIS (SIMS) and associated systems to support HR administration tasks. - Supporting recruitment and HR administration processes. - Supporting staff onboarding processes, including preparation, distribution and collection of employment documentation. - Undertaking identity checks for staff and governors and maintaining accurate records on the Single Central Record. - Processing DBS applications and maintaining the School's Single Central Record. 	

- Ensuring safeguarding compliance for external providers (e.g. sports coaches) by verifying appropriate documentation is in place for SCR purposes, including DBS checks or letters of assurance, prior to delivery of services.
- Maintaining and updating staff training records, including updating training lists and distributing training information and requirements to staff as appropriate.
- Uploading HR and personnel documentation to the local authority portal.
- Uploading job adverts to the local authority portal.
- Supporting workforce census returns.
- Maintaining secure HR filing systems, including retention and disposal of documents in line with school policy.

Premises/Facilities/Health & Safety

- Liaising with contractors and suppliers to obtain quotations and arrange call-outs under the direction of the line manager.
- Requesting, checking and storing contractor compliance documentation (e.g. insurance, risk assessments and health & safety certificates) in line with school procedures.
- Recording accidents and incidents via the local authority health & safety reporting portal.
- Collating, scanning and securely storing weekly, monthly and termly premises inspection records completed by the site team to ensure compliance records are up to date.
- Distributing and updating health & safety checklists on a termly basis.
- Distributing, updating and maintaining risk assessments annually, ensuring amendments are recorded appropriately.
- Maintaining records of statutory premises checks and servicing (e.g. fire safety, PAT testing and water hygiene).
- Logging and monitoring premises maintenance requests and liaising with contractors to ensure timely completion of works.
- Submitting gas and water meter readings to the relevant utility portals in line with reporting schedules and premises requirements.
- Logging and coordinating the repair of damaged or faulty equipment (including IT devices such as cracked iPads) with relevant contractors or service providers.
- Maintaining accurate premises and health & safety records and filing systems.

School Office Administration (Cover Duties Only)

- Providing short-term administrative cover within the school office during staff breaks, absence or busy periods, with a focus on message-taking and directing enquiries appropriately.
- Answering telephone calls and taking clear messages for the relevant member of staff, ensuring queries are passed on promptly without retaining responsibility for resolution.
- Welcoming visitors and directing them to the appropriate member of staff in line with school procedures.
- Ensuring all parent or visitor enquiries are logged and passed to the appropriate member of staff (e.g. office staff, class teachers or senior leaders) for follow-up.
- Monitoring the school inbox and forwarding messages to the appropriate person.
- Supporting general administrative tasks as directed.
- Escalating any enquiries, concerns or complaints immediately to the appropriate member of staff for action.
- Adhering to safeguarding procedures, including visitor sign-in via InVentry.

Other Duties and Responsibilities/Accountabilities

- Covering school office duties during staff absence.
- Undertaking any other duties as directed by the Headteacher or Strategic Director of Business & Operations.
- Attending training and engaging in professional development.
- Maintaining confidentiality at all times.

Safeguarding Responsibilities

- To be aware of child protection responsibilities and report concerns in line with school procedures.
- To contribute to safeguarding and welfare of children in accordance with statutory guidance.
- To comply with safeguarding, health & safety, confidentiality and data protection policies.
- To support systems for children with additional needs.
- To ensure safeguarding procedures are followed at all times.

This job description reflects the duties of the post at the time of preparation. It may be amended from time to time in consultation with the post holder to reflect the changing needs of the school, provided that the general nature of the duties and level of responsibility remain consistent.

Date Job Description prepared/revised:	June 2026
Prepared by:	Yvonne Hill
Agreed by Post holder:	