

Job Description

Finance & Operations Admin Assistant

Job Title:	Finance & Operations Admin Assistant
Grade:	Grade 2C (SCP 14-18)
Directly responsible to:	School Business Manager (SBM)
Hours of Duty:	21 hours per week Term Time Only
Primary purpose of the job:	
To provide admin support to the School Business Manager with the finance and operational functions of the school. It is essential that the post holder is efficient, highly organised, able to multitask and work flexibly. In addition, it is required that the person in this role has excellent IT skills and is able to work at pace with exceptional attention to detail.	
Main Duties and Responsibilities/Accountabilities:	
1	<u>Finance</u> - Processing purchase orders with suppliers and raising them on FMS (Financial Management System). - Processing invoices, credit notes and performing a BACS run on FMS. - Reconciling monthly purchase card statements on FMS. - Updating and maintaining the school asset register. - Maintaining and updating the lease documents as required by the local authority on an annual basis. - Supporting with month-end and year-end financial procedures using our parentpay online system. - Organisation and booking of various School Trips and admin associated as required. - Organisation of Milk returns with Rurral payment agency and Nursery milk scheme.
2	<u>School Office Administration</u> - Supporting the daily function of the school office. - Maintaining an efficient filing system to include a rolling programme of the destruction of documents. - Accessing the provider portal to check the validity of eligibility codes issued by the HMRC to working parents eligible for 30 hours free childcare and the processing of funding applications for nursery children in receipt of Disability Living Allowance.
3	<u>School Office Support (during busy periods/covering absence)</u> - Assisting with the handling of enquiries and/or complaints in a professional and discrete manner and directing them to the appropriate senior leader or member of staff accordingly. - Responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner. - Welcoming visitors and dealing with enquiries - Ensuring all visitors sign in and out correctly via the touch screen E-Reception

	system and verifying DBS information in compliance with school security protocols. – Escorting pupils to class when required. – Escorting parents and visitors to meeting rooms when required. – Maintaining and updating school information, pupil records and databases. – Sending letters and text messages to parents when required.
4	<u>Other Duties and Responsibilities/Accountabilities</u> – Performing other duties as required by the Headteacher and/or School Business Manager. – To attend skill training and participate in personal/performance development as required. – To be aware of the confidential nature of the business.
5	<u>Safeguarding Responsibilities</u> – The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children. – To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection procedures – To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. – To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act. – To ensure child protection procedures and processes are followed across the school.

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised:	July 2026
Prepared by:	David Deane
Agreed by Post holder:	

