



Administration and Finance Officer Job Description

Job purpose:	To provide routine administrative and financial support to the Headteacher, senior office staff and managers within the school.		
Reporting to:	Headteacher, School Business Manager		
Liaising with:	Headteacher, other members of staff – teaching and non-teaching, Governors, LA and DFES, business people		
Grade of post:	G4		
Disclosure level:	Enhanced	Gauge ref:	A23226

Job Outline

- To undertake a range of administrative, financial and IT based tasks including tasks relating to the use of school premises if required as directed by School Business Manager and Headteacher
- To complete daily financial processes and reconciliation of accounts
- To organise and co-ordinate supply cover as directed by senior teaching/office staff.
- To take notes/minutes of meetings as required.
- To assist the School Business Manager with applications for grants/bids/other sources of income
- To produce a range of financial data and provide reports as required.
- To maintain and update manual and computer records and management information systems, to produce relevant reports as requested.
- To maintain stationery and consumables for the whole school to include ordering equipment as required
- To undertake reception duties and to respond to general enquiries from staff, visitors and parents
- To maintain and collate registers, pupil reports and any other information as required
- To ensure absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries.
- To arrange and schedule visits to the school from outside agencies as required.
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.



Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.



Schools Job Profile Acceptance Form
Management, Finance & Admin
Level 4
G4 – A23226

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

Please sign and return to your manager.



**Person Specification / Selection Criteria
Management, Finance & Admin
Level 4**

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using various IT packages i.e. Excel/Word/Outlook	E		A, I, T
Experience of record management, and maintaining Management Information Systems (MIS) and Financial Systems		D	A, I
Experience of undertaking a range of administration tasks	E		A, I, R
Experience of general financial procedures and financial reporting.	E		A, I, T
Experience of using communication with a variety of stakeholders e.g. parents, governors, external partners.	E		A, I, R
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
3 X GCSE's in English, Maths, ICT or equivalent level of qualification	E		A, I
NVQ level 3 in Business Administration or relevant equivalent finance-based qualification	E		A, I
Willingness to obtain basic first aid certificate		D	I



C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of office procedures	E		A, I
Understanding of a range or general financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I
Knowledge of SEMH (social, emotional and mental health) provisions and trauma-informed practice		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Good communication skills to deal with adults and children	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I, R
Organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I, R
Ability to prioritise own tasks and those of others		D	A, I
Ability to use different approaches to deal with pupils who may be dysregulated	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

